USER MANUAL FOR SUPPLIERS

SUPPLIER MANAGEMENT PORTAL

Deutsche Telekom AG

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3.8	08/06/2014	▪ Added Invalid role combinations in Chapter 10.1.1 ▪ Added Note in Chapter 8.1
3.9	08/26/2014	▪ Added “change history“ for a better transparency of changes ▪ Added new service “eInvoice“ in Chapter 9.2
4.0	10/20/2014	▪ Update of difference usability changes at the portal ▪ Added “Discount View” in Chapter 8.1
4.1	11/18/2014	▪ Added “Mass download of purchase orders” in Chapter 8.1.1
4.2	09/02/2015	▪ Update new questions of general questionaire
4.3	09/04/2015	▪ Added “Rfx and Auctions” in Chapter 6

Contents

1 Introduction 6

2 "Home" tab and portal structure 7

2.1 Login to the portal and “Forgot your login data?” 7
2.2 Portal structure 8
2.3 General operating advice 9
2.3.1 Side navigation that can be hidden 9
2.3.2 Fullscreen mode 10
2.3.2 Contact 11
2.4 Registration 11
2.4.1 I would like to become a supplier 12
2.4.2 I am already a supplier 15
2.4.3 Reasons for registration 16

3 "Corporate Procurement" tab 16

4 "Home” tab 17

5 “Company Data” tab 17

5.1 Process flow 17
5.2 Completing the questionnaire (optionally) 18
5.2.1 General questions 18
5.2.2 Product group-specific questionnaire E&C (for construction services) 22
5.2.3 Product group-specific questionnaire Marketing 25
5.2.4 Product group-specific questionnaire Writing and Translation 25
5.2.5 Sustainability 28
5.2.6 Product group-specific questionnaire Supply of temporary workers 30
5.2.7 Product group-specific questionnaire Corporate education 31
5.3 Entering master data 33
5.4 Update questionnaire and master data 37

6 "Sourcing" tab 38

6.1 Information 38
6.2 Start application (OneSource) 38
6.3 RFx (electronic Request for Quotation/Proposal) 38
6.3.1 Basic structure of an RFx 39
6.3.2 Submitting an RFx response to the RFx 40
6.3.3 Withdrawal of the RFx response 42
6.3.4 Status explanation to the RFx and RFx responses 42
6.4 Auctions 43

7 "eVergabe" tab 44

7.1 Information 44
7.2 Start application 44

8 “Order Receipts” tab 44

8.1 Purchase orders 44
8.1.1 Download of purchase orders with status “New” 46
8.1.2 Basic structure of a purchase order 46
8.1.3 Editing a purchase order 47
8.2 Service entry 49
8.2.1 Process flow 49
8.2.2 Recording a service 49

8.2.2.1 Basic data ... 50
8.2.2.2 Item overview ... 51
8.2.2.3 Messages ... 54
8.2.2.4 Attachments ... 54
8.2.3 Sending the service entry ... 55
8.2.4 Display service entries ... 55
8.3 Contracts ... 56
8.4 Search ... 58
8.5 Information ... 60

9 “Finance” tab ... 61

9.1 Fundamental ... 61
9.2 Service eInvoice ... 61
9.2.1 Fundamental ... 61
9.2.2 Create Invoice template ... 62
9.2.3 My Invoice Templates ... 65
9.2.4 Send Invoices ... 67
9.2.5 Transfered Invoices ... 68
9.3 Credit Notes ... 70
9.4 Invoice Cockpit ... 70
9.4.1 Selfnote Invoice Procedure ... 70
9.5 Payment Status ... 71
9.5.1 Fundamental ... 71
9.5.2 Fundamental structure of an invoice ... 71
9.5.3 Comments abouts the status of the invoice ... 72
9.6 Search ... 72
9.6.1 Questions about the processing status ... 73
9.7 Information ... 75

10 „Administration“ tab ... 76

10.1 User data ... 76
10.1.1 Role explanation ... 78
10.2 Create user ... 80
10.3 Search user ... 81
10.4 Questionnaire ... 82
10.5 Master data ... 82
10.6 Information ... 82

11 Questions ... 83

1 INTRODUCTION

The Supplier Management Portal (SMP) offers you, the supplier, central access to Deutsche Telekom AG procurement information and applications.

Suppliers who use the SMP receive their purchase orders from Deutsche Telekom AG and have the opportunity to view their invoices / credit notes electronically via the portal. You can access various functions and appropriate tabs depending on the respective role of your user name.

This document describes the general SMP functions and special portal areas that depend on your access rights.

2 "HOME" TAB AND PORTAL STRUCTURE

Open the Internet browser installed on your PC system (Internet Explorer, Mozilla Firefox, etc.). Enter the address https://www.suppliers.telekom.de in the address bar and confirm your entry by pressing "Enter".

This will open the Supplier Management Portal:

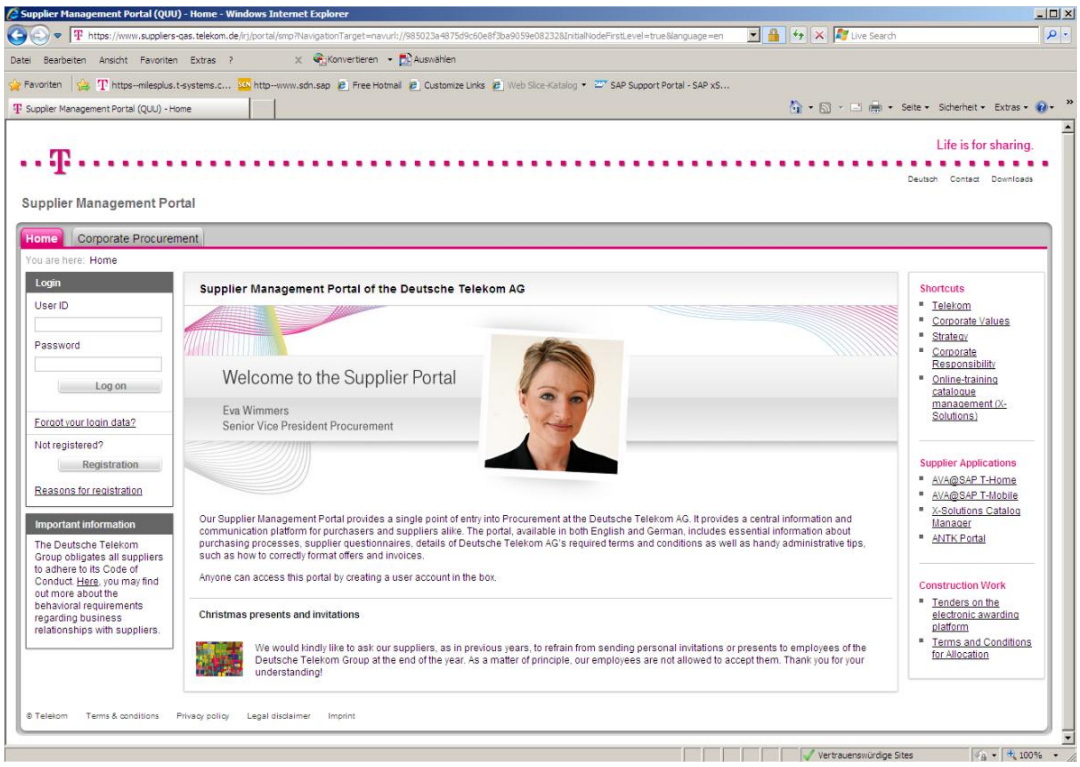
Supplier Management Portal (QUU) - Home - Windows Internet Explorer
Life is for sharing.
Supplier Management Portal
Home
Corporate Procurement
You are here: Home
Login
User ID
Password
Log on
Forgot your login data?
Not registered?
Registration
Reasons for registration
Important information
The Deutsche Telekom Group obligates all suppliers to adhere to its Code of Conduct. Here, you may find out more about the behavioral requirements regarding business relationships with suppliers.
Supplier Management Portal of the Deutsche Telekom AG
Welcome to the Supplier Portal
Eva Wimmers
Senior Vice President Procurement
Our Supplier Management Portal provides a single point of entry into Procurement at the Deutsche Telekom AG. It provides a central information and communication platform for purchasers and suppliers alike. The portal, available in both English and German, includes essential information about purchasing processes, supplier questionnaires, details of Deutsche Telekom AG's required terms and conditions as well as handy administrative tips, such as how to correctly format offers and invoices.
Anyone can access this portal by creating a user account in the box.
Christmas presents and invitations
We would kindly like to ask our suppliers, as in previous years, to refrain from sending personal invitations or presents to employees of the Deutsche Telekom Group at the end of the year. As a matter of principle, our employees are not allowed to accept them. Thank you for your understanding!
Shortcuts
Telekom
Corporate Values
Strategy
Corporate Responsibility
Online-training catalogue management (X-Solutions)
Supplier Applications
AVA@SAP T-Home
AVA@SAP T-Mobile
X-Solutions Catalog Manager
ANTK Portal
Construction Work
Tenders on the electronic awarding platform
Terms and Conditions for Allocation
© Telekom
Terms & conditions
Privacy policy
Legal disclaimer
Imprint

Figure 1: Supplier Management Portal homepage.

The "Home" tab of the Supplier Management Portal is divided as follows:

- Left-hand working area: In the "Login" area you can log in to the portal and get in contact with the support, if you forgot your login data. If you want to become a supplier of Deutsche Telekom AG, you have the possibility to register here. Under "Important information" you get news to the SMP.
- Middle working area: The contents of the desired working area are shown here.
- Right-hand working area: In this area you find "Shortcuts" to other web pages and references to many "Supplier Applications". Beyond this you can access to appropriate information in the area "Construction Work".

2.1 Login to the portal and "Forgot your login data?"

In the "Login" area on the left-hand side of the screen enter your "User ID" and your initial "Password". This was sent to you by e-mail after your registration or invitation.

On initial login you will be asked to change your password. Then you are advised to make yourself familiar with the privacy policy which requires approval, and - where applicable - also with the terms of use of e-commerce (NB e-commerce). When you refuse the conditions of use of the Deutsche Telekom Group for electronic communication processes it provides, please enter the reason for this.

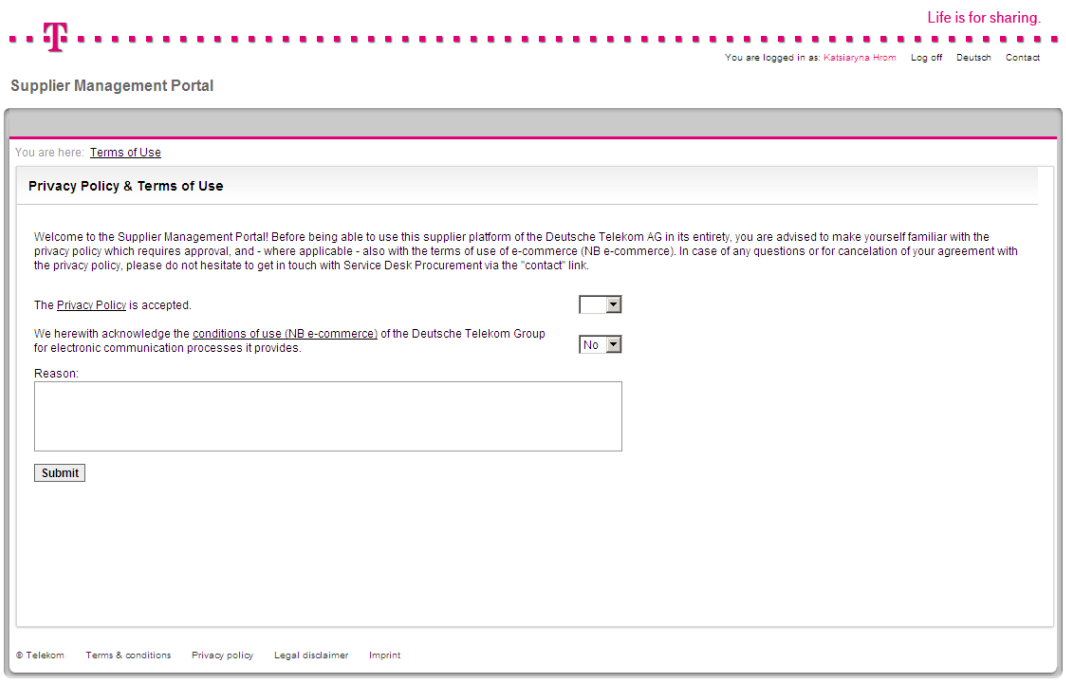
Life is for sharing.
You are logged in as: Katsiaryna Hrom Log off Deutsch Contact
Supplier Management Portal
You are here: Terms of Use
Privacy Policy & Terms of Use
Welcome to the Supplier Management Portal! Before being able to use this supplier platform of the Deutsche Telekom AG in its entirety, you are advised to make yourself familiar with the privacy policy which requires approval, and - where applicable - also with the terms of use of e-commerce (NB e-commerce). In case of any questions or for cancelation of your agreement with the privacy policy, please do not hesitate to get in touch with Service Desk Procurement via the "contact" link.
The Privacy Policy is accepted.
We herewith acknowledge the conditions of use (NB e-commerce) of the Deutsche Telekom Group for electronic communication processes it provides.
No
Reason:
Submit
© Telekom Terms & conditions Privacy policy Legal disclaimer Imprint

Figure 2: Privacy Policy and Terms of Use in the Supplier Management Portal.

After this the functions assigned to your role will be available to you.
Please note that it is an essential requirement for every user of the Supplier Management Portal to accept the Privacy Policy.

If you have forgotten your password, you do not know your user ID anymore or your e-mail address has changed, click on “Forgot your login data?” The following window opens.

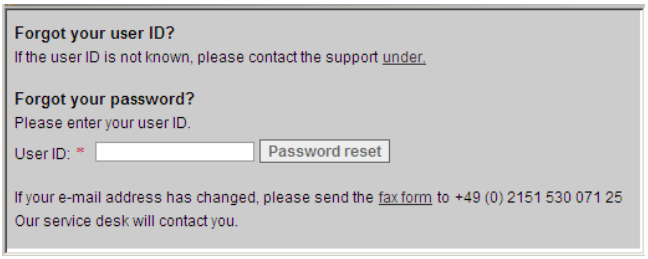
Forgot your user ID?
If the user ID is not known, please contact the support under.
Forgot your password?
Please enter your user ID.
User ID: *
Password reset
If your e-mail address has changed, please send the fax form to +49 (0) 2151 530 071 25
Our service desk will contact you.

Figure 3: View „Forgot your login data?”.

If the user ID is not known anymore, please contact the support.
If you forgot your password, please enter your user ID and click on “Password reset”. A new password will be sent to you by e-mail, which you must change after your next login.

If your e-mail address has changed, please fill in the fax form and send it to +49 (0) 2151 530 071 25.

2.2 Portal structure

You will be able to view different information depending on whether you are in the logged out (visible for all internet users) or logged in area of SMP. The following information is displayed to you:

- Name of the logged in user: This only applies to the logged in area.
- Logged in user logs off: This only applies to the logged in area.
- Option to change language (German and English): This applies to both the logged in and to the logged out area. When modifying the language setting in the logged in area it is saved in the user data and is valid immediately until the next change.

- Sitemap: This only applies to the logged in area.
- Contact: This applies to both the logged in and to the logged out area.
- Downloads: This applies to both the logged in and to the logged out area. You will find documentation for the various functions and applications of SMP here.
- Help: This only applies to the logged in area. You will find the user manual for the Supplier Management Portal here.

In the logged in status you can view the tabs in the work area for which your role has access rights.

You will find general information about the portal in the footer when both logged in or out. This includes:

- Terms & conditions
- Privacy policy
- Legal disclaimer
- Imprint

The following figure shows the portal with a user logged in.

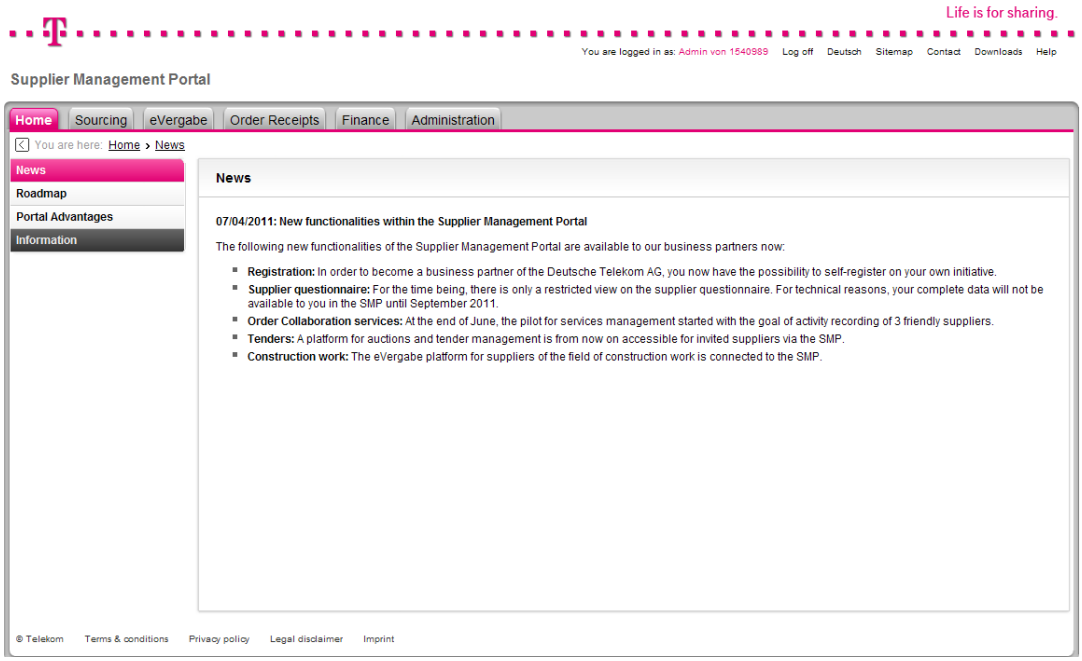
Life is for sharing.
You are logged in as: Admin von 1540989 Log off Deutsch Sitemap Contact Downloads Help
Supplier Management Portal
Home
Sourcing
eVergabe
Order Receipts
Finance
Administration
You are here: Home › News
News
Roadmap
Portal Advantages
Information
News
07/04/2011: New functionalities within the Supplier Management Portal
The following new functionalities of the Supplier Management Portal are available to our business partners now:
Registration: In order to become a business partner of the Deutsche Telekom AG, you now have the possibility to self-register on your own initiative.
Supplier questionnaire: For the time being, there is only a restricted view on the supplier questionnaire. For technical reasons, your complete data will not be available to you in the SMP until September 2011.
Order Collaboration services: At the end of June, the pilot for services management started with the goal of activity recording of 3 friendly suppliers.
Tenders: A platform for auctions and tender management is from now on accessible for invited suppliers via the SMP.
Construction work: The eVergabe platform for suppliers of the field of construction work is connected to the SMP.
© Telekom
Terms & conditions
Privacy policy
Legal disclaimer
Imprint

Figure 4: Supplier Management Portal area for a logged in user.

2.3 General operating advice

2.3.1 Side navigation that can be hidden

As the portal's document masks are very comprehensive it is possible to hide the side navigation in order to create more space for the content area. The navigation can be hidden with one click on the arrow in the top left corner of the navigation.

Figure 5: Hiding the side navigation.

After clicking the arrow the navigation is hidden and you can display it again by clicking it.

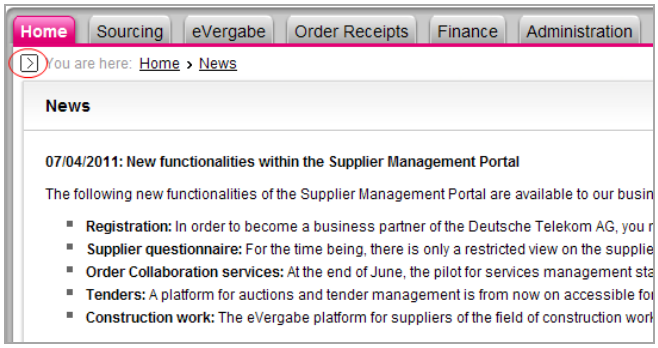
Home
Sourcing
eVergabe
Order Receipts
Finance
Administration
You are here: Home › News
News
07/04/2011: New functionalities within the Supplier Management Portal
The following new functionalities of the Supplier Management Portal are available to our busin
Registration: In order to become a business partner of the Deutsche Telekom AG, you
Supplier questionnaire: For the time being, there is only a restricted view on the supplie
Order Collaboration services: At the end of June, the pilot for services management sta
Tenders: A platform for auctions and tender management is from now on accessible fo
Construction work: The eVergabe platform for suppliers of the field of construction work

Figure 6: Showing the navigation bar.

2.3.2 Fullscreen mode

In addition to the function to hide side navigation, you have now the opportunity to view the application in fullscreen mode.

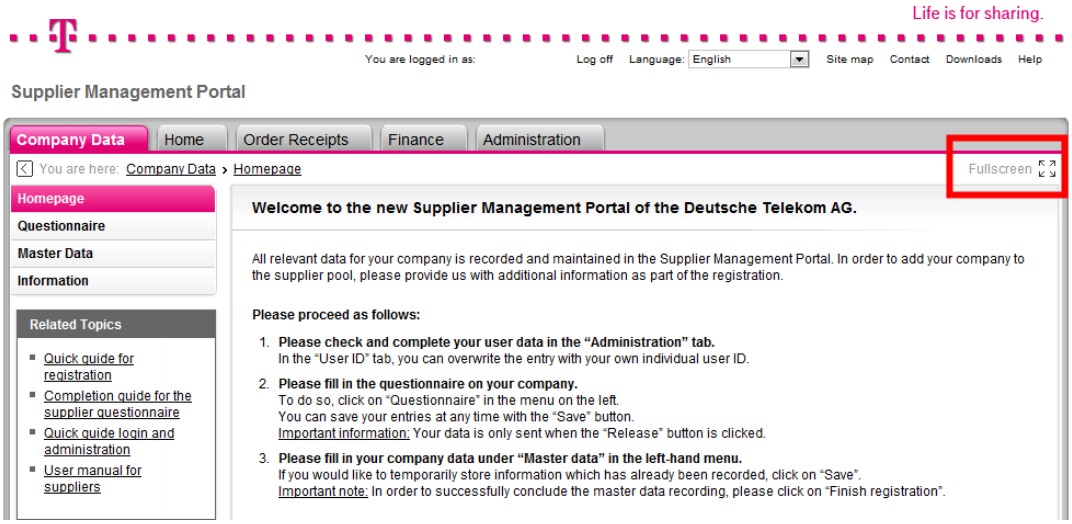
Life is for sharing.
You are logged in as:
Log off
Language: English
Site map
Contact
Downloads
Help
Supplier Management Portal
Company Data
Home
Order Receipts
Finance
Administration
You are here: Company Data › Homepage
Fullscreen
Homepage
Questionnaire
Master Data
Information
Related Topics
Quick guide for registration
Completion guide for the supplier questionnaire
Quick guide login and administration
User manual for suppliers
Welcome to the new Supplier Management Portal of the Deutsche Telekom AG.
All relevant data for your company is recorded and maintained in the Supplier Management Portal. In order to add your company to the supplier pool, please provide us with additional information as part of the registration.
Please proceed as follows:
1. Please check and complete your user data in the "Administration" tab.
In the "User ID" tab, you can overwrite the entry with your own individual user ID.
2. Please fill in the questionnaire on your company.
To do so, click on "Questionnaire" in the menu on the left.
You can save your entries at any time with the "Save" button.
Important information: Your data is only sent when the "Release" button is clicked.
3. Please fill in your company data under "Master data" in the left-hand menu.
If you would like to temporarily store information which has already been recorded, click on "Save".
Important note: In order to successfully conclude the master data recording, please click on "Finish registration".

Figure 7: Enter fullscreen mode.

After you have activated the function, the navigation as well as the header of the page is hidden and can be terminated by clicking again.

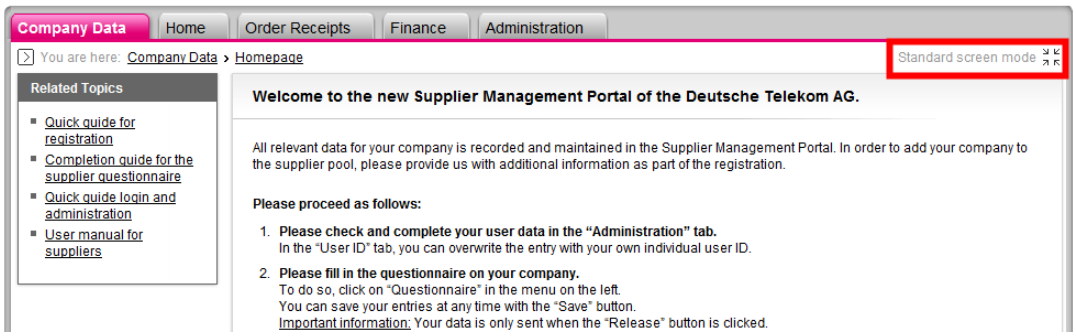
Company Data
Home
Order Receipts
Finance
Administration
You are here: Company Data › Homepage
Standard screen mode
Related Topics
Quick guide for registration
Completion guide for the supplier questionnaire
Quick guide login and administration
User manual for suppliers
Welcome to the new Supplier Management Portal of the Deutsche Telekom AG.
All relevant data for your company is recorded and maintained in the Supplier Management Portal. In order to add your company to the supplier pool, please provide us with additional information as part of the registration.
Please proceed as follows:
1. Please check and complete your user data in the "Administration" tab.
In the "User ID" tab, you can overwrite the entry with your own individual user ID.
2. Please fill in the questionnaire on your company.
To do so, click on "Questionnaire" in the menu on the left.
You can save your entries at any time with the "Save" button.
Important information: Your data is only sent when the "Release" button is clicked.

Figure 6: Return to Standard screen modea.

2.3.2 Contact

Support enquiries for Deutsche Telekom AG can be sent directly via the contact form. To do so please click on "Contact" in the top navigation bar. This provides you with appropriate contact data for procurement.

Contact
For any question or problems regarding the Supplier Management Portal, the service desk procurement is available between 08:00 am and 07:00 pm (Central European Time) from Monday till Friday. You can reach the service desk procurement via phone number +49 (0) 228-377 34 003 (0.14 EUR/min. from the Deutsche Telekom AG fixed network) or via e-mail to einkauf@telekom.de.
You may also use our Contact Form.

Figure 8: Display "Contact".

As an alternative you can also use the contact form by clicking on "Contact Form".

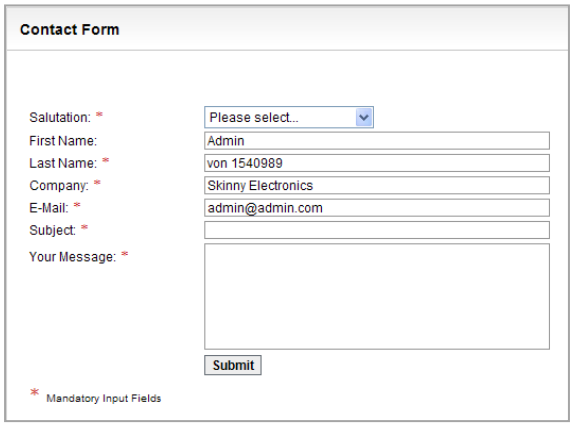

Figure 9: Direct query via the contact form.

If you are logged in all of the data saved in the system is already entered into the fields. Please complete the information that is still required and click "Submit". If you are not yet logged in to the system you have to complete all of the fields. The fields marked with "*" are mandatory.

2.4 Registration

If you want to become a supplier of the Deutsche Telekom AG, a self-registration is necessary. Please click on the "Registration" button in the "Login" area on the left-hand side of the screen.

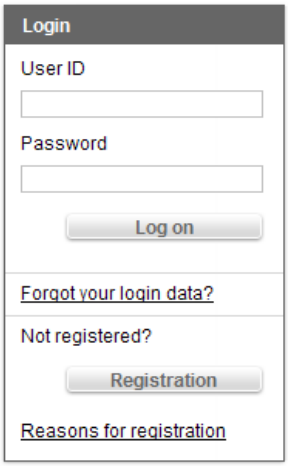

Figure 10: Filling in the registration.

This opens following window.

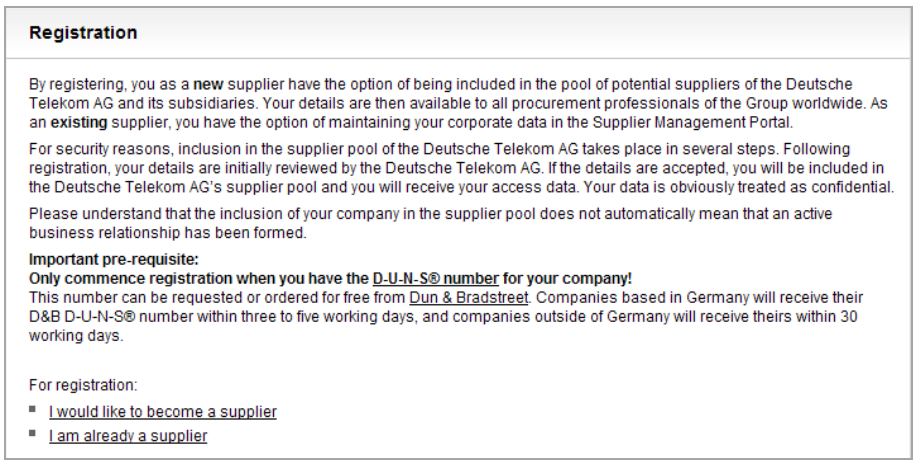
Registration
By registering, you as a new supplier have the option of being included in the pool of potential suppliers of the Deutsche Telekom AG and its subsidiaries. Your details are then available to all procurement professionals of the Group worldwide. As an existing supplier, you have the option of maintaining your corporate data in the Supplier Management Portal.
For security reasons, inclusion in the supplier pool of the Deutsche Telekom AG takes place in several steps. Following registration, your details are initially reviewed by the Deutsche Telekom AG. If the details are accepted, you will be included in the Deutsche Telekom AG's supplier pool and you will receive your access data. Your data is obviously treated as confidential.
Please understand that the inclusion of your company in the supplier pool does not automatically mean that an active business relationship has been formed.
Important pre-requisite:
Only commence registration when you have the D-U-N-S® number for your company!
This number can be requested or ordered for free from Dun & Bradstreet. Companies based in Germany will receive their D&B D-U-N-S® number within three to five working days, and companies outside of Germany will receive theirs within 30 working days.
For registration:
I would like to become a supplier
I am already a supplier

Figure 11: Registration window.

Select the option “I would like to become a supplier” if you would like to become a supplier of Deutsche Telekom AG or “I am already a supplier” if you are already a supplier of Deutsche Telekom AG. As an existing supplier of Deutsche Telekom AG you will already have a supplier number.

2.4.1 I would like to become a supplier

If you would like to become a supplier, click on “I would like to become a supplier”.
This will open a window where you should complete the fields required for your request to be added to the supplier pool of Deutsche Telekom AG. The fields marked with “*” are mandatory.

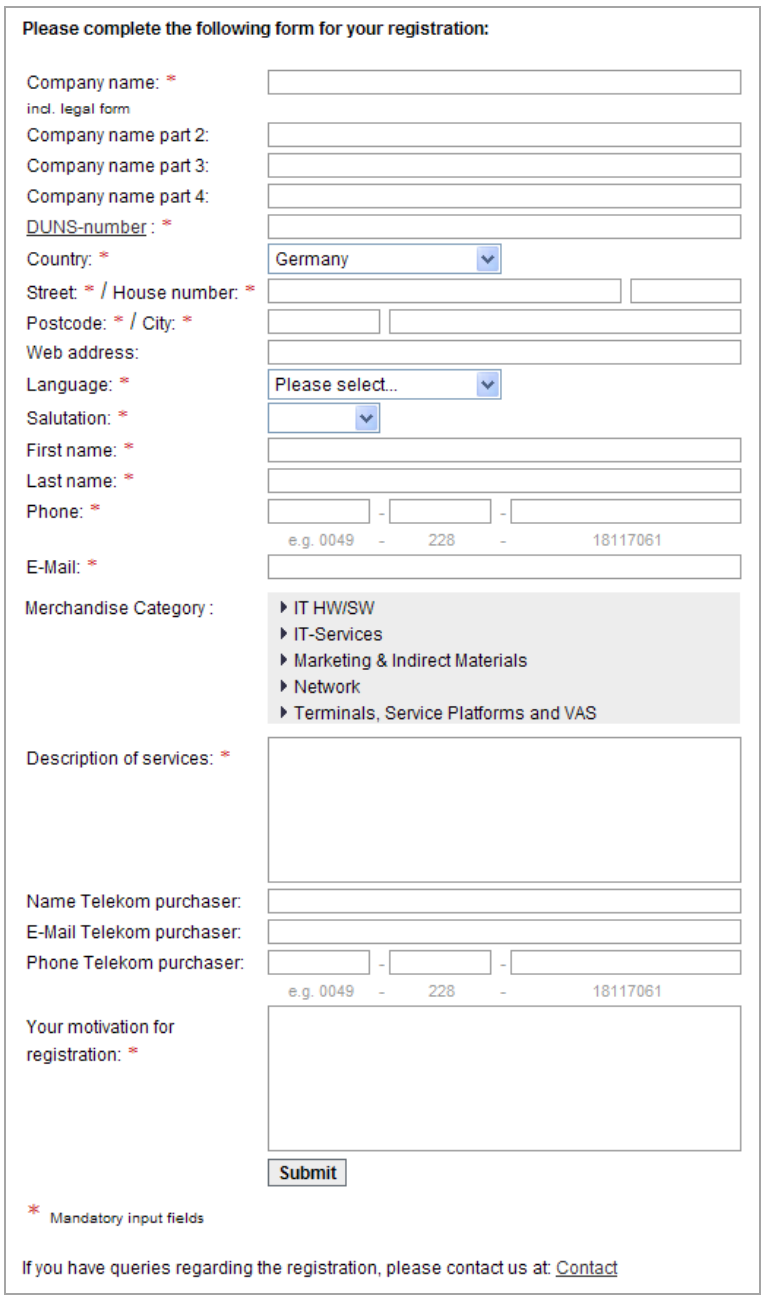

Figure 12: "I would like to become a supplier" form to be completed.

The following table shows what the individual fields are for.

Field	Description
Company name (incl. legal form]	Enter your company name here without additional company designations, but including the company's legal form. Example: Deutsche Telekom AG. Please enter your company name exactly as it appears in the certificate of registration.
Company name part 2 to 4	Here, you can enter additional company designations that are not included in the certificate of registration.
Supplier number	If you are already a supplier of the Deutsche Telekom AG, please enter your supplier number. You can find it e.g. on our purchase order. This is only valid for the process "I am already a supplier".
DUNS number	Please enter the DUNS number sent to you by DUN & Bradstreet. If you do not have a DUNS number, please go to the following link to request it: http://www.upik.de/upik_anfrage.cgi?new=1

Country	Please select the country where your company is registered. Please note that the country entered here must be the same as the country specified for DUN & Bradstreet.
Street/House number	Please enter your company's street and house number here. Please note that the street and house number entered here must be the same as those specified for DUN & Bradstreet.
Postcode/City	Please enter your company's city/town and postcode. Please note that the city/town and postcode entered here must be the same as those specified for DUN & Bradstreet.
Web address	Please enter your company's web address here.
Language	Please select the default language to be used for communications between you and Deutsche Telekom AG. If you select a language other than German, English will be set automatically as the language to be used.
Salutation	Please enter the title of your company's contact here.
First name	Please enter the first name of your company's contact here.
Last name	Please enter the last name of your company's contact here.
Phone	Please enter the telephone number of your company's contact here. Please note that the number must be entered fully, including the country code, e.g., for Germany: 0049 – your telephone number.
E-Mail	Please enter the e-Mail address for your company's contact here. Please note that the e-Mail address must be entered correctly here as all communications will be sent to this e-Mail address after registration.
Merchandise Category	Please select the merchandise category that match the services offered by you. This is important so that your registration can be assigned to the correct procurement professional for your services.
Description of services	Please describe your services in as much detail as possible.
Name Telekom purchaser	If you have been asked to register by a procurement professional of Deutsche Telekom AG, please enter his/her name here. If you are registering in order to participate in a bidding process, please enter the name of the procurement professional specified in the bidding document.
E-Mail Telekom purchaser	If you have entered the name of a procurement professional in the preceding field, please enter the corresponding e-Mail address here. Please note that only e-Mail addresses of Deutsche Telekom AG may be entered.
Phone Telekom purchaser	Please enter the telephone number of the procurement professional who invited you to register.
Your motivation for registration	Please indicate briefly why you have decided to register as a supplier of Deutsche Telekom AG, e.g. if you want to participate in a specific tender.

Table 1: Overview of the fields to be completed in the "I would like to become a supplier" form.

If you have any questions regarding the completion of this form, you can find a reference to the contact details at the bottom of this page.

After completing the fields please conclude this process by clicking on "Submit". Your data will be transmitted to Deutsche Telekom AG and you will then no longer be able to change your data. You will then be sent an e-Mail notification as soon as your registration data has been checked. In case of

positive check, you will receive access to the Supplier Management Portal and you will be asked to fill in the registration (master data and optionally questionnaire).

2.4.2 I am already a supplier

If you are already a supplier of Deutsche Telekom AG, click on “I am already a supplier”.

This opens a window with a form whose fields you should complete. The fields marked with “*” are mandatory.

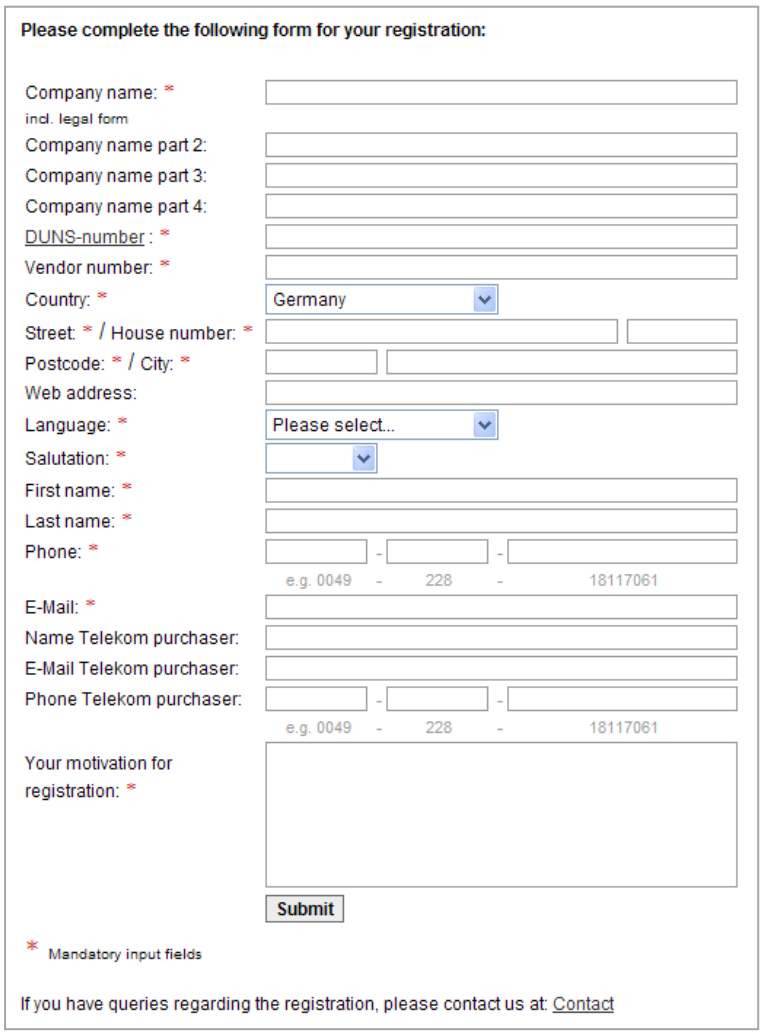

Figure 13: “I am already a supplier” form to be completed.

Please consult Table 1 for details of how to complete the individual fields.

If you have any questions regarding the completion of this form, you can find a reference to the contact details at the bottom of this page.

After completing the fields please conclude this process by clicking on “Submit”. Your data will be transmitted to Deutsche Telekom AG and you will then no longer be able to change your data. You will then be sent an e-Mail notification as soon as your registration data has been checked.

2.4.3 Reasons for registration

In the “Login” area on the homepage you can find further information on the registration under “Reasons for registration”:

- Requirements for being included in the supplier pool
- Advantages of being registered
- Data protection
- System requirements

3 "CORPORATE PROCUREMENT" TAB

If you are not logged into SMP in addition to the "Homepage" tab you will also find "Corporate Procurement".

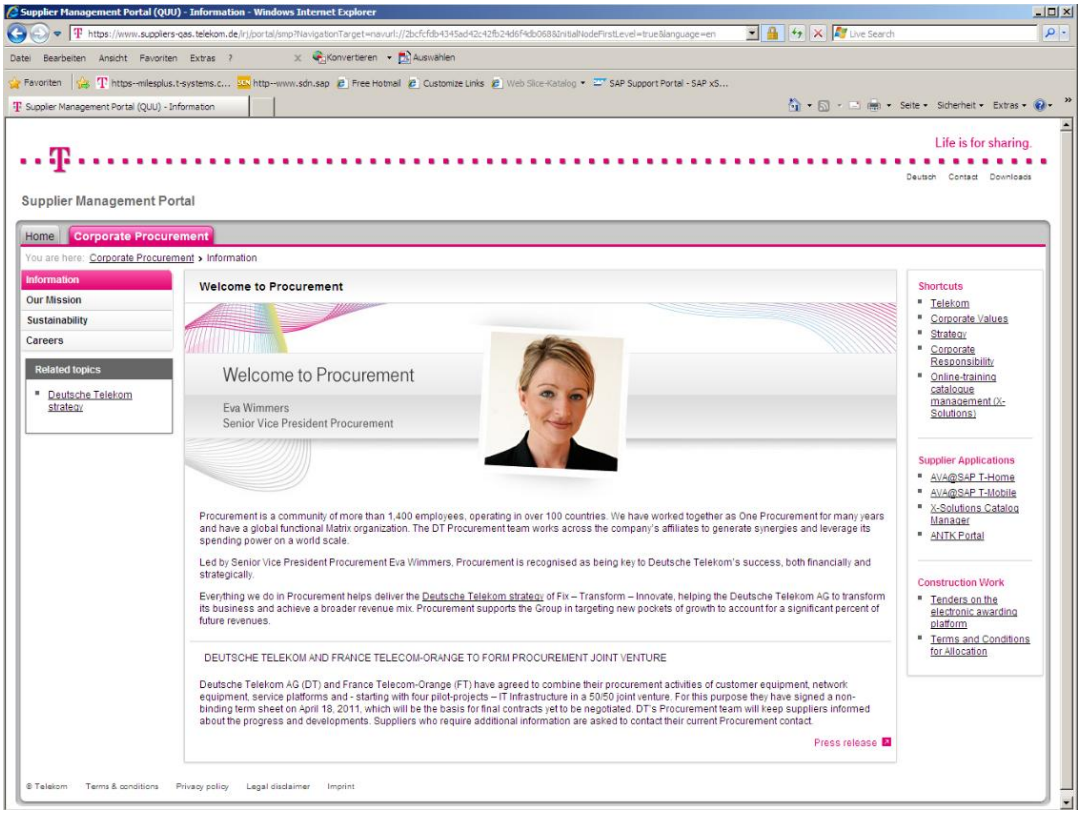
Supplier Management Portal (QUU) - Information - Windows Internet Explorer
Life is for sharing.
Supplier Management Portal
Home
Corporate Procurement
You are here: Corporate Procurement › Information
Information
Our Mission
Sustainability
Careers
Related topics
Deutsche Telekom strategy
Welcome to Procurement
Welcome to Procurement
Eva Wimmers
Senior Vice President Procurement
Procurement is a community of more than 1,400 employees, operating in over 100 countries. We have worked together as One Procurement for many years and have a global functional Matrix organization. The DT Procurement team works across the company's affiliates to generate synergies and leverage its spending power on a world scale.
Led by Senior Vice President Procurement Eva Wimmers, Procurement is recognised as being key to Deutsche Telekom's success, both financially and strategically.
Everything we do in Procurement helps deliver the Deutsche Telekom strategy of Fix – Transform – Innovate, helping the Deutsche Telekom AG to transform its business and achieve a broader revenue mix. Procurement supports the Group in targeting new pockets of growth to account for a significant percent of future revenues.
DEUTSCHE TELEKOM AND FRANCE TELECOM-ORANGE TO FORM PROCUREMENT JOINT VENTURE
Deutsche Telekom AG (DT) and France Telecom-Orange (FT) have agreed to combine their procurement activities of customer equipment, network equipment, service platforms and - starting with four pilot-projects – IT Infrastructure in a 50/50 joint venture. For this purpose they have signed a non-binding term sheet on April 18, 2011, which will be the basis for final contracts yet to be negotiated. DT's Procurement team will keep suppliers informed about the progress and developments. Suppliers who require additional information are asked to contact their current Procurement contact.
Press release
Shortcuts
Telekom
Corporate Values
Strategy
Corporate Responsibility
Online-training catalogue management (X-Solutions)
Supplier Applications
AVA@SAP T-Home
AVA@SAP T-Mobile
X-Solutions Catalog Manager
ANTK Portal
Construction Work
Tenders on the electronic awarding platform
Terms and Conditions for Allocation
© Telekom
Terms & conditions
Privacy policy
Legal disclaimer
Imprint

Figure 14: "Corporate Procurement" tab.

This area is divided up as follows:

- Information: You can find general information on Deutsche Telekom AG Corporate Procurement here.
- Our mission: In this area you can learn more about the mission of procurement.
- Sustainability: In this section you will receive information on how Deutsche Telekom AG handles sustainability issues.
- Careers: If you are interested in working for Deutsche Telekom AG you will find the necessary information here.

4 "HOME" TAB

The "Home" tab gives you both current information on SMP and the option to open documentation about SMP.

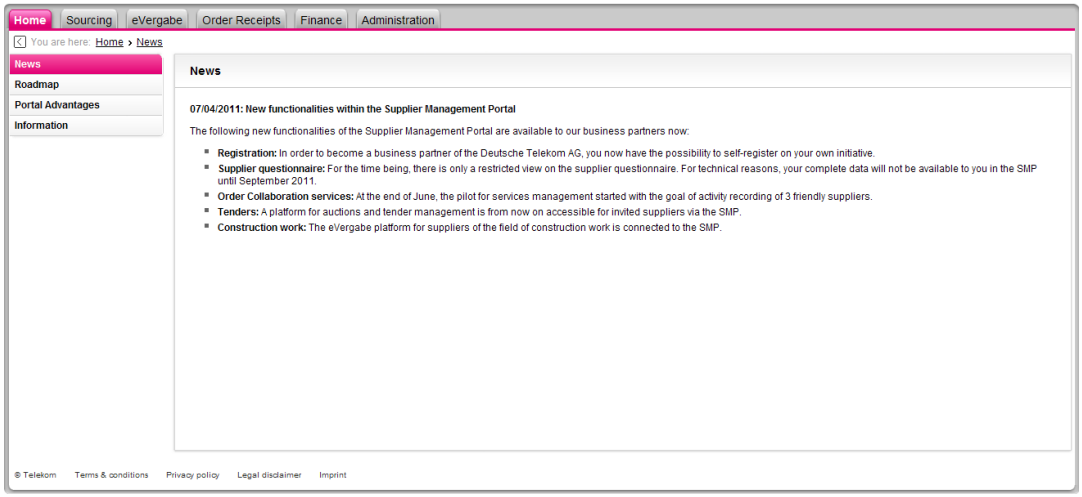
Home
Sourcing
eVergabe
Order Receipts
Finance
Administration
You are here: Home › News
News
Roadmap
Portal Advantages
Information
News
07/04/2011: New functionalities within the Supplier Management Portal
The following new functionalities of the Supplier Management Portal are available to our business partners now:
Registration: In order to become a business partner of the Deutsche Telekom AG, you now have the possibility to self-register on your own initiative.
Supplier questionnaire: For the time being, there is only a restricted view on the supplier questionnaire. For technical reasons, your complete data will not be available to you in the SMP until September 2011.
Order Collaboration services: At the end of June, the pilot for services management started with the goal of activity recording of 3 friendly suppliers.
Tenders: A platform for auctions and tender management is from now on accessible for invited suppliers via the SMP.
Construction work: The eVergabe platform for suppliers of the field of construction work is connected to the SMP.
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Figure 15: "Home" tab.

The tab is sub-divided into the following areas:

- News: Current information on SMP.
- Roadmap: Information on other planned functions.
- Portal advantages: Description of the advantages of the portal they are relevant to you.
- Information: Documentation on the various functions of SMP and partnering platforms.

5 "COMPANY DATA" TAB

You have been invited by Deutsche Telekom AG to register for the Supplier Management Portal (SMP). To do so, you have to fill in the registration data. This includes answering a questionnaire on the one hand (to answering the questionnaire is not necessary for every supplier) and completing a form with your company data (master data) on the other hand. This document will assist you in the registration process.

5.1 Process flow

The figure below shows the registration process at a glance.

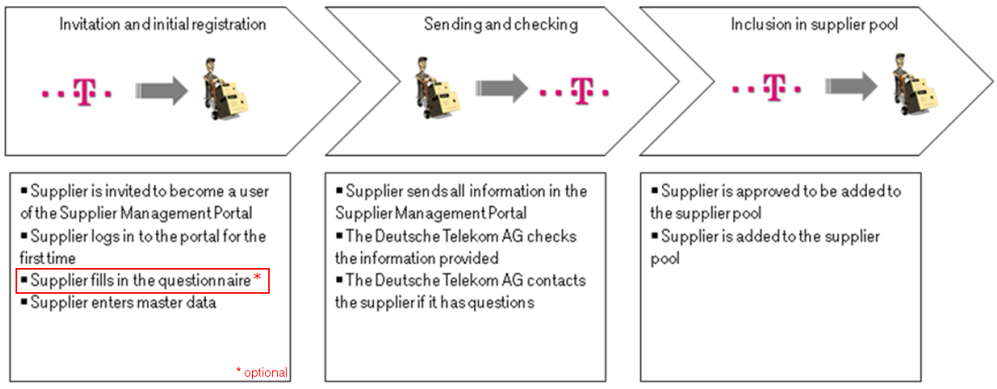

Invitation and initial registration
Sending and checking
Inclusion in supplier pool
Supplier is invited to become a user of the Supplier Management Portal
Supplier logs in to the portal for the first time
Supplier fills in the questionnaire *
Supplier enters master data
* optional
Supplier sends all information in the Supplier Management Portal
The Deutsche Telekom AG checks the information provided
The Deutsche Telekom AG contacts the supplier if it has questions
Supplier is approved to be added to the supplier pool
Supplier is added to the supplier pool

Figure 16: "Registration" process flow.

5.2 Completing the questionnaire (optionally)

In order to get to the registration, you must first log in to the Supplier Management Portal and open the "Company Data" tab. Then click on "Questionnaire" to open the questionnaire.

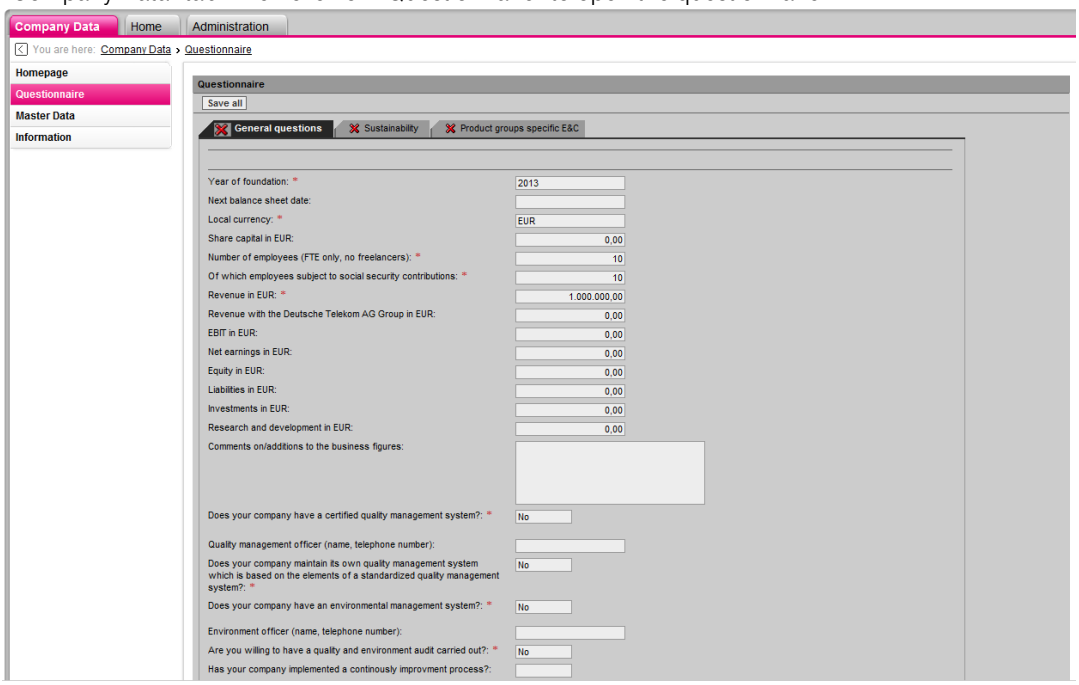


Figure 17: Opening the "Questionnaire" in the "Company Data" tab.

The questionnaire consists of the following parts:

- General questions
- Product groups specific
- Sustainability

The following chapter will show you what information is needed in the respective areas.

5.2.1 General questions

No.	Question	Description	Mandatory field
1	Year of foundation	Specify the year in which your company was founded, e.g., 2000	X
2	Next balance sheet date	Specify the date of the next balance sheet. If you are not obliged to create a balance sheet, please choose the end of the current calendar year	
3	Local currency	Specify the local currency specified in your company, e.g., EUR	X
4	Share capital in €	Specify your company's share capital in EUR	
5	Number of employees (FTE only, no freelancers)	Specify the number of full-time employees in your company. Part-time employees need to be added up and divided by the hours of a full-time employee (whole number), e.g., 2000	X
6	Of which employees subject to	Number of employees subject to social	X

	social security contributions	security contributions (whole number), e.g., 1000	
7	Do you want to supply services (work contract, service contract or employee leasing contract) to Deutsche Telekom?	Answer: Yes/No	X
8	Number of employees subject to social security contributions	Answer: <=4/>4 Answer required if you answered “Yes” to question 7	X
9	Do you have regulated corporate processes and procedures?	Answer: Yes/No Answer required if you answered “<=4” to question 8	X
10	Do you have premises exclusively used for business?	Answer: Yes/No Answer required if you answered “<=4” to question 8	X
11	Do you have a telecommunication system solely used for business?	Answer: Yes/No Answer required if you answered “<=4” to question 8	X
12	Do you have your own business specific market- and/or internet presence?	Answer: Yes/No Answer required if you answered “<=4” to question 8	X
13	Revenue in EUR	Specify the revenue in EUR, e.g., 100,000	X
14	Revenue with the Deutsche Telekom AG Group in EUR	Specify the revenue with Deutsche Telekom AG in EUR (whole number), e.g., 100000	
15	EBIT in EUR	Specify the EBIT in EUR, e.g., 100000 EBIT: earnings before interests and taxes	
16	Net earnings in EUR	Specify net earnings in EUR, e.g., 100000	
17	Equity in EUR	Specify equity in EUR, e.g., 100000	
18	Liabilities in EUR	Specify liabilities in EUR, e.g., 100000	
19	Investments in EUR	Specify investments in EUR, e.g., 100000	
20	Research and development in EUR	Specify investments in research and development in EUR, e.g., 100000	
21	Comments on/additions to the business figures	Additional information to the business figures recorded	
22	Does your company have a certified quality management system?	Answer: Yes/No	X
23	Quality certificates	Specify your company’s quality certificates if you answered “Yes” to question 22, Possible answers: • ISO 9001 • QS 9000 • other	X
24	Other quality certificates	Specify your company’s other quality certificates if “other” was selected in question 23	X
25	Quality management officer (name, telephone number)	Specify the first name, surname and telephone number of the quality management officer if you answered “Yes” to question 22	

26	Does your company maintain its own quality management system which is based on the elements of a standardized quality management system?	Answer: Yes/No Answer required if you answered “No” to question 22	X
27	Are measurable targets for improving quality defined and their compliance documented in your company?	Answer: Yes/No Answer required if you answered “Yes” to question 26	X
28	Are the processes in your company regularly reviewed and adjusted with regard to quality capabilities and is this documented?	Answer: Yes/No Answer required if you answered “Yes” to question 26	X
29	Are your cooperation partners requested to comply with documented requirements concerning quality capabilities and product quality?	Answer: Yes/No Answer required if you answered “Yes” to question 26	X
30	Does your company have an environmental management system?	Answer: Yes/No	X
31	Environment certificates	Specify your company’s environment certificates if you answered “Yes” to question 30	X
32	Other environment certificates	Specify your company’s other environment certificates if “other” was selected in question 25 Possible answers: • ISO 14000 • EMAS • other	X
33	Environment officer (name, telephone number)	Specify the first name, surname and telephone number of the environment officer if you answered “Yes” to question 30	
34	Are you willing to have a quality and environment audit carried out?	Answer: Yes/No	X
35	Which electronic communications standards does your company support?	Possible answers: • RosettaNet 4.2 • RNIF 2.0 • XCBL Version 3.0 • Electronic catalogs based on BMEcat • other • none	X
36	Other communication standards	Specify the other communication standards in your company if “other” was selected in question 35	X
37	Have any insolvency procedures, collective bankruptcy proceedings, seizures or settlement procedures been	Answer: Yes/No	X

	instigated against your company's assets?		
38	Is your company late with regard to the payment of taxes, social security contributions or contributions to the mutual indemnity society?	Answer: Yes/No	X
39	Are there any environmental violation proceedings pending against your company or have any environmental violation proceedings against your company been completed?	Answer: Yes/No	X
40	Are there any violations of the employee assignment law recorded against your company?	Answer: Yes/No	X
41	Please specify your company's scope of delivery and range of services (max. 510 letters)	Detailed description of your company's scope of delivery and range of services	
42	Annex: Scope of delivery and range of services	Please upload the scope of delivery via "Search" and "Uploading of Annexes".	
43	Does your company perform construction services or other services subject to withholding tax in Germany?	Answer: Yes/No	X
44	Does your company have an exemption certificate?	Answer: Yes/No Answer required if you answered "Yes" to question 43	X
45	To which tax authority do you pay taxes (name, location)?	Specify the name and location of the tax authority, answer required if you answered "Yes" to question 43	X
46	Please enter your company's VAT number at the tax authority	Specify the VAT number, answer required if you answered "Yes" to question 43	X
47	Please select the relevant with holding tax identification	Select the withholding tax identification, answer required if you answered "Yes" to question 43 Possible answers: • IN: Construction withholding tax for creditors headquartered in Germany (§48 EStG (German income tax act)) • AU: Construction withholding tax for creditors headquartered outside Germany (§48 EStG) (German income tax act)) • IO: Order-specific construction withholding tax for creditors headquartered in Germany (§48 EStG) (German income tax act)) • AU: Order-related construction withholding tax for creditors headquartered outside Germany (§48	X

		EStG) (German income tax act)) • 15: §50a EStG (German income tax act)), 15%-Corporate body (corporation) • 30: §50a EStG (German income tax act)), 30% - Remuneration of the supervisory board (board member residing outside Germany)	
48	What is the exemption number for the certificate?	Specify the exemption number of the exemption certificate, answer required if you answered "Yes" to question 44	X
49	Exempted from	Specify from when the exemption certificate is valid, answer required if you answered "Yes" to question 44	X
50	Exempted until	Specify until when the exemption certificate is valid, answer required if you answered "Yes" to question 44	X
51	Annex: Exemption certificate	Please upload the exemption certificate via "Search" and "Uploading of Annexes". Answer required if you answered "Yes" to question 44	X

Table 2: General questions in the supplier questionnaire.

5.2.2 Product group-specific questionnaire E&C (for construction services)

No.	Question	Description	Mandatory field
1	Services in Germany	Answer: Yes/No Specify whether your company's services are provided in Germany, If the answer is "Yes", the questions listed below appear, if the answer is "No" please proceed to the next tab	X
2	Regions	Specify the relevant regions in which you would like to operate	X
3	Working Areas	Possible answers: • Underground engineering for communication equipment (UNSPSC 72102206) • Cable Laying (UNSPSC 72102208) • Overground engineering for communication equipment (UNSPSC 72102207) • Communication equipment installation (UNSPSC 72102203 / 83112607) • Cable Pulling (UNSPSC 72102209) • Planning services for TC networks fixes / mobile (UNSPSC 81101700) • Other (UNSPSC 81101700) • Antenna mount for wireless and directional antennas (UNSPSC	X

		43222903) • Housing / container for the installation of mobile phone technology (UNSPSC 43223310) • Installation technical infrastructure technology (UNSPSC 81111809)	
4	Which of the following skills / equipment / devices are available?	Possible answers: • Civil engineering LK-TK network (underground cable) • Controlled drilling • Cable Plow • Cable pulling works from LK-TC network • Cabel blowing (Speednet) • LK-TK network cable duct, producing cable duct systems • Defects recording Cable duct systems • Cabel duct systems repair • Copper assembly • Fiber optic assembly • Lead cable assembly • Construction overground – fixed • Construction overground – mobile • Terminals LK-TK network • Consulting and engineering services networks • Surveying services • MEGAPLAN • ZeLe • Producing water crossings • Error detection and correction fixed line	X
5	Number of employees underground engneering	Please enter the number of employees (whole number) if “Underground engineering for communication equipment” was selected in question 3	X
6	Number of employees cable laying (cooper)	Please enter the number of employees (whole number) if “Cable Laying” was selected in question 3	X
7	Number of employees cable laying (fibre)	Please enter the number of employees (whole number) if “Cable Laying” was selected in question 3	X
8	Number of employees overground construction (fix)	Please enter the number of employees (whole number) if “Overground engineering for communication equipment” was selected in question 3	X
9	Number of employees overground construction (mobile)	Please enter the number of employees (whole number) if “Overground engineering for communication equipment” was selected in question 3	X
10	Number of employees terminals	Please enter the number of employees (whole number) if “Communication equipment installation” was selected in question 3	X
11	Number of employees cable	Please enter the number of employees	X

	pulling	(whole number) if “Cable Pulling” was selected in question 3	
12	Number of employees planning services (MEGAPLAN)	Please enter the number of employees (whole number) if “Planning services for TC networks fixes / mobile” was selected in question 3	X
13	Number of employees planning services (ZeLe)	Please enter the number of employees (whole number) if “Planning services for TC networks fixes / mobile” was selected in question 3	X
14	Number of employees mobile and directional antennas	Please enter the number of employees (whole number) if “Other” was selected in question 3	X
15	Number of employees installation of mobile communication technology	Please enter the number of employees (whole number) if “Antenna mount for wireless and directional antennas” was selected in question 3	X
16	Number of employees installation of technical infrastructure / systems technology	Please enter the number of employees (whole number) if “Installation technical infrastructure technology” was selected in question 3	X
		Records and evidence concerning form and expertise	
17	Annex: Trade card (entry in the trade register)	Please upload a copy of your trade card if available	
18	Commercial register extract	Please upload a copy of your Commercial register extract if available	
19	Annex: Company and supplier directory	Please upload a copy of the company and supplier directory if available	
20	Annex: Certificate from the Chamber of Commerce (IHK)	Please upload a copy of the Certificate from the Chamber of Commerce (IHK) if available	
21	Other proof of expertise	Please upload other proofs of expertise if available	
22	Annex: Other proof of competence	Please upload other proofs of competence if available	
		Proof of qualification	
23	SIVV certificate	Please upload the SIVV certificate if available, SIVV: protection, restoration, reinforcing and connection of concrete parts	
24	Annex: FIST training	Please upload the FIST training document if available, FIST: Fiber Infrastructure System Technology	
25	Annex: E&MMS training	Please upload the E&MMS training document if available, E&MMS: Single and multi-fiber management system	
26	Initiative BALSibau – proof of qualification for working in the soil according to GW 129	Please upload the BALSibau document if available	
27	References	Please enter the references here if available, and specify the customer, description and content for each	

Table 3: Product group-specific questions in the supplier questionnaire (Questionnaire E&C).

5.2.3 Product group-specific questionnaire Marketing

No.	Question	Description	Mandatory field
1	Contact for the DTAG (for which contractual relationship)	Please enter the contact person for the DTAG where this exists incl. the contractual relationship	
2	Is there a second / third / fourth / fifth negotiating partner / key account manager?	Please enter additional contact persons for the DTAG (negotiating partner / key account manager) where they exist	
3	Please explain briefly the history of your company	Please enter some key data from the history of your company	X
4	Are you involved in a corporate group?	Answer: Yes/No	X
5	At what?	Please answer this question if “Yes” was selected in question 4	
6	Are you involved in an international network?	Answer: Yes/No	
7	At what?	Please answer this question if “Yes” was selected in question 6	
8	Are you frame contract partner of DTAG?	Answer: Yes/No	X
9	Since when are you frame contract partner of DTAG?	Please answer this question if “Yes” was selected in question 8	X
10	Specify the framework contract number	Please answer this question if “Yes” was selected in question 8	
11	Were / are you already working for international subsidiaries of Deutsche Telekom AG?	Answer: Yes/No	X
12	For which marketing areas ?	Please answer this question if “Yes” was selected in question 11	
13	Since when?	Please answer this question if “Yes” was selected in question 11	
14	At which legal entities?	Please answer this question if “Yes” was selected in question 11	
15	Have you already executed projects within DTAG?	Please enter the information about already executed projects within DTAG	
16	Tell us what you see as the top 3 projects within DTAG	Please enter the top 3 projects you executed within DTAG in your opinion	

Table 4: Product group-specific questions in the supplier questionnaire (Questionnaire Marketing).

5.2.4 Product group-specific questionnaire Writing and Translation

No.	Question	Description	Mandatory field
1	Is translation your main area of activity?	Answer: Yes / No	X
2	What are your main areas of activity?	Please enter your main areas of activity if “No” was selected in question 1	X

3	Are any corresponding framework agreements with the Deutsche Telekom Group already in place?	Answer: Yes / No	X
4	Please state the framework agreement numbers and your central contact person at the Deutsche Telekom Group.	Please enter the framework agreement numbers (e.g. 79000000) and your central contact person at the Deutsche Telekom Group	
5	Are you a(n)...	Possible answers: • Freelance translator • Translation agency • Freelance interpreter • Interpreting angency	X
6	Number of permanent employees, total	Please enter the number of employees (whole number) if “Translation agency” or “Interpreting agency” was selected in question 5	
7	Number of permanent translators	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
8	Number of permanent project managers	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
9	Number of permanent terminologists	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
10	Number of permanent proofreaders	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
11	Number of permanent translation reviewers	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
12	Number of permanent employees in other roles	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
13	Tasks of permanent employees in other roles	Please enter the tasks of permanent employees in other roles if the number > 0 in question 12	
14	Number of freelancers, total	Please enter the number of employees (whole number) if “Translation agency” or “Interpreting agency” was selected in question 5	
15	Number of freelance translators	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
16	Number of freelance project managers	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
17	Number of freelance terminologists	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
18	Number of freelance proofreaders	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	

19	Number of freelance translation reviewers	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
20	Number of freelancers in other roles	Please enter the number of employees (whole number) if “Translation agency” was selected in question 5	
21	Tasks of freelancers in other roles	Please enter the tasks of freelancers in other roles if the number > 0 in question 20	
22	Focus areas; translation of	Possible answers: • Technology/technical documentation • Law • Finance/controlling • Financial reports • Creative/marketing/rewriting • Patent specifications • Other	X
23	Please specify	Please specify if “other” was selected in question 22	
24	Do your translations meet the requirements of DIN EN 15038?	Possible answers: • No • Yes, based on DIN EN 15038 • Yes, in general compliance with DIN EN 15038 • Yes, we are DIN EN 15038 registered • Yes, we are DIN EN 15038 certified	X
25	Appendix: Certificate	Please upload your certificate if available	
26	Translation memory	Possible answers: • Studio • Trados • ACROSS • Deja Vu • Transit • MemoQ • Other	
27	Please specify	Please specify if “other” was selected in question 26	
28	Language pairs	Possible answers: • English – German • English – French • English – Hungarian • English – Greek • English – Japanese • German – French • German – Hungarian • German – Greek • German – Japanese • German – Spanish • German – Italian • German – Dutch • German – Croatian	

		• German – Polish • German –Czech • German – Slovakian • Other
29	Please specify	Please specify if "other" was selected in question 28
30	Reference customer 1	Please enter the references of customer
31	Customer 1 contact	Please enter the contact of customer
32	Customer 1 phone number	Please enter the phone number of customer
33	Please state which services are provided to customer 1	Please enter which services are provided to customer 1
34	Services provided to customer 1 since (year)	Please enter the year (e.g. 2006)
35	Reference customer 2	Please enter the references of customer 2
36	Customer 2 contact	Please enter the contact of customer 2
37	Customer 2 phone number	Please enter the phone number of customer 2
38	Please state which services are provided to customer 2	Please enter which services are provided to customer 2
39	Services provided to customer 2 since (year)	Please enter the year (e.g. 2006)
40	Reference customer 3	Please enter the references of customer 3
41	Customer 3 contact	Please enter the contact of customer 3
42	Customer 3 phone number	Please enter the phone number of customer 3
43	Please state which services are provided to customer 3	Please enter which services are provided to customer 3
44	Services provided to customer 3 since (year)	Please enter the year (e.g. 2006)

Table 5: Product group-specific questions in the supplier questionnaire (Questionnaire Writing and Translation).

5.2.5 Sustainability

No.	Question	Description	Mandatory field
1	Does your company guarantee to refrain from any form of involuntary work or forced labor?	Answer: Yes/No If "No" is selected, please add a comment	X
2	Does your company guarantee that it rejects any type of child labor (as defined in the ILO standard)?	Answer: Yes/No If "No" is selected, please add a comment	X
3	Does your company guarantee to treat employees in a manner fit for human beings and to adequately deploy them in line with international standards such as ILO, UN Global Compact?	Answer: Yes/No If "No" is selected, please add a comment	X

4	Does your company guarantee that its working hours comply with the international conventions of the International Labor Organization (ILO) and with national legislation?	Answer: Yes/No If “No” is selected, please add a comment	X
5	Does your company guarantee remuneration which meets at least the regional legal minimum requirements? This also applies to remuneration for overtime and the granting of annual leave.	Answer: Yes/No If “No” is selected, please add a comment	X
6	Does your company guarantee that the free pooling of interests/formation of unions amongst its employees is not obstructed and that employees engaged in union work are not sanctioned in any way?	Answer: Yes/No If “No” is selected, please add a comment	X
7	Does your company have active health and safety procedures in place to detect risks early and to reduce work-related sickness and accidents?	Answer: Yes/No If “No” is selected, please add a comment	X
8	Does your company prepare appropriately for emergencies by means of proactive plans and measures (e.g., fire drills) to ensure environmental and human safety?	Answer: Yes/No If “No” is selected, please add a comment	X
9	Does your company ensure the provision of safe working materials and a sufficient level of warning signals and security training and provide employees with the necessary protective clothing free of charge?	Answer: Yes/No/Not applicable If “No” or “Not applicable “ selected, please add a comment	X
10	Does your company guarantee compliance with the legal minimum requirements in the areas of environmental protection, also making efforts to reduce waste and to avoid damage to the environment?	Answer: Yes/No If “No” is selected, please add a comment	X
11	Does your company proactively develop products which conserve the environment and does it use efficient production methods to avoid negative impacts on	Answer: Yes/No/Not applicable If “No” or “Not applicable “ selected, please add a comment	X

	environmental protection, taking into account legal requirements and relevant customer specifications?		
12	Does your company have the certificates needed in accordance with the category-specific requirements?	Answer: Yes/No/Not applicable If "No" or "Not applicable " selected, please add a comment	X
13	Does your company have a system in place to measure and reduce the CO2 balance sheet (carbon footprint), which covers the buildings, the systems and the products?	Answer: Yes/No If "No" is selected, please add a comment	X
14	Is your company opposed to all forms of bribery, repression and corruption and does it ensure that its subcontractors also adhere to this code?	Answer: Yes/No If "No" is selected, please add a comment	X
15	Is your company committed to its corporate responsibility and sustainability and does it drive the topic proactively internally and/or externally?	Answer: Yes/No If "No" is selected, please add a comment	X
16	Does your company actively cooperate with non-governmental organizations (NGOs) such as human rights organizations, environmental protection organizations or charitable organizations?	Answer: Yes/No If "No" is selected, please add a comment	X

Table 6: Sustainability-specific questions in the supplier questionnaire.

5.2.6 Product group-specific questionnaire Supply of temporary workers

No.	Question	Description	Mandatory field
1	Are you in possession of a valid permit of the supply of temporary workers which is relevant for for the company which is here registered?	Answer: Yes/No If the answer is "Yes", the questions listed below appear, if the answer is "No" please proceed to the next questionnaire.	X
2	If yes: Is this permit/licence:	Answer: limited /unlimited If „limited" is selected, a new field "limited until" will appear. If "unlimited" is selected, please proceed to the next question.	X
3	limited until:	If "limited" was selected in question 3, please enter a date for the limitation of the license, if the question.	X
4	If you are already in possession of a licence, please upload a copy of	Upload a copy of the relevant document.	

	the relevant document. The presentation of a valid permit of the supply of temporary workers would simplify the cooperation with your company.		
5	Please note: Download PDF-Document	PDF-Document to inform all suppliers regarding the permit of the supply of temporary workers.	

Table 7: Product group-specific questions in the supplier questionnaire (Questionnaire Supply of temporary workers).

5.2.7 Product group-specific questionnaire Corporate education

No.	Question	Description	Mandatory field
1	In which structure concerning to your trainers is your company working with?	Answer: Individual Trainer, Network of Trainers, Training company with several coaches	X
2	Please name the subject areas of your portfolio offered (multiple answers are possible)	Multiple answers are possible. Possible answers to possible areas: Leadership, Personal Skills, Languages, Coaching, Change Management, Service Orientation / Service- and Expert Career, Occupational Safety and Health, Project Management, Sales Training / Sales Qualification, Processes and Quality, Business Administration, Law and Contractual Practice, Data Privacy Protection, Product Training, IT Training, Programming, eLearning	(X)
3	Please select the category of your course offerings (if any).	Answer: Open Courses, In-house Courses, eLearning Courses	X
4	Please name the number of open courses you realized last year.	If “Open Courses” was selected in question 3, please enter the number of open courses you realized last year.	X
5	Please name the number of in-house courses you realized last year.	If “In-House Courses” was selected in question 3, please enter the number of open courses you realized last year.	X
6	Please name the number of eLearning courses you realized last year.	If “eLearning Courses” was selected in question 3, please enter the number of open courses you realized last year.	X
7	How many trainers/coaches are you working with?	Please enter how many trainers/coaches are working with you.	X
8	Please name the amount of your turnover in Germany.	Please enter the amount of your turnover in Germany.	X
9	Please name the cities in Germany, where you run your offices.	Please enter the cities where your offices in Germany are.	X
10	Do you run locations in other countries than Germany?	Answer: Yes/No If the answer is “Yes”, the questions listed below appear, if the answer is “No” please proceed to the next question.	X
11	How many international	If “Yes” was selected in question 10,	

	locations/networks do you have at your disposal? Where are they located?	please enter where and how many international locations/networks you have at your disposal.	
12	In which languages do you perform?	Multiple answers are possible. Answers:	X
13	Are there any other languages you offer your measures?	Please enter further offered languages .	X
14	Which size does your respective pool of trainers have?	Please enter the size of your pool of trainers.	
15	Are Web2.0 applications part of your offering portfolio?	Answer: Yes/No If the answer is “Yes”, the questions listed below appear, if the answer is “No” please proceed to the next question.	X
16	Please name the web 2.0 applications offered.	If “Yes” was selected in question 15, please enter the offered web 2.0 applications.	X
17	Please specify your unique features (USP).	Please enter unique features (USP).	X
18	Please list three reference customers, whom you offer similar performances.	Please enter three reference customers.	
19	Did you already work for Deutsche Telekom?	Answer: Yes/No If the answer is “Yes”, the questions listed below appear, if the answer is “No” please proceed to the next question.	X
20	Do you have a framework agreement for further education with Deutsche Telekom?	Answer: Yes/No If the answer is “Yes”, the questions listed below appear, if the answer is “No” please proceed to the next question.	X
21	Please list the contractual number of the frame agreement.	If “Yes” was selected in question 20, please enter the contractual number of the frame agreement.	
22	Is your company certified?	Answer: Yes/No If the answer is “Yes”, the questions listed below appear, if the answer is “No” please proceed to the next question.	X
23	What certification standard does your company meet?	If “Yes” was selected in question 22, please enter the certifications standard.	
24	Are you entitled to run certifications?	Answer: Yes/No If the answer is “Yes”, the questions listed below appear, if the answer is “No” please proceed to the next tab.	X
25	Please name the certifications you are allowed to take.	If “Yes” was selected in question 24, please enter the certifications you are allowed to take.	
26	Do you accept the terms and conditions of the Deutsche Telekom Group for Purchasing Training Services (EB Training)?	Answer: Yes/No	X
27	Do you accept the standard	Answer: Yes/No	X

	contract for training services?	
28	Here you have the opportunity to upload your company presentation as well as details about your offering portfolio.	Upload a company presentation as well as details about your offering portfolio.
29	Here you have the opportunity to upload an additional file.	Upload additional files.

Table 8: Product group-specific questions in the supplier questionnaire (Questionnaire Corporate education).

During the registration it is possible to save the questionnaire temporarily. Please click on "Save all" to save the changes done.

To release the questionnaire (Company Data → Questionnaire), please complete all the mandatory fields in every questionnaire tab (= particular questionnaire) and release every particular questionnaire accordingly. The fields marked with "*" are mandatory. You can release particular questionnaire by clicking on button "*Questionnaire name* release" only after all mandatory fields are filled. Your data will be transferred to the Deutsche Telekom AG.

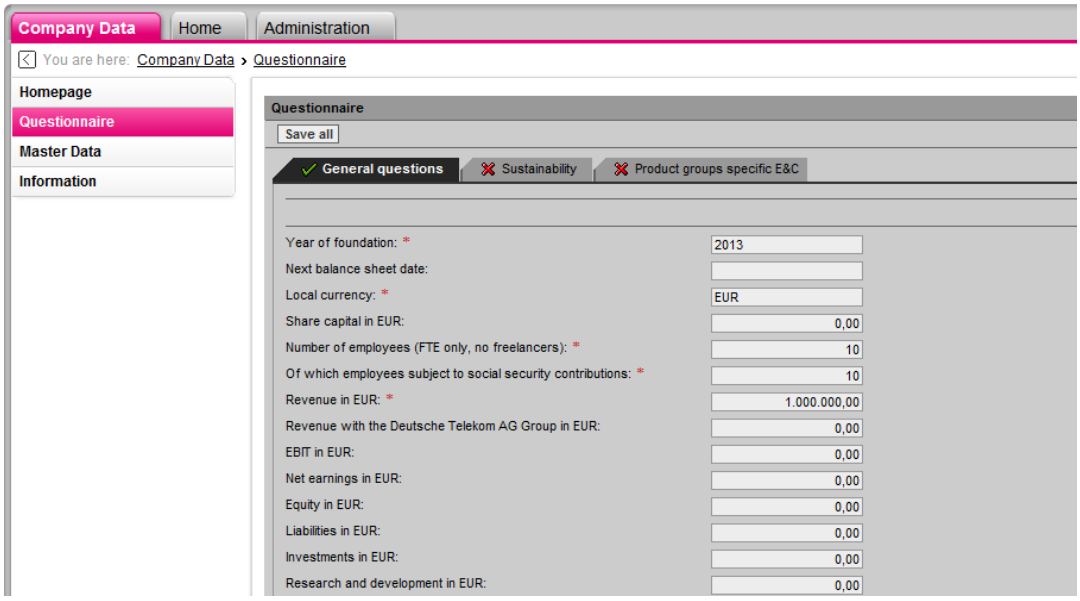


Figure 18: Release particular questionnaire.

Every released questionnaire is marked with a green tick:

Figure 19: Display of released questionnaire.

You can only finish the registration if all questionnaires are released and the master data are filled.

5.3 Entering master data

After completing the questionnaire, please click on "Master Data" to enter your company data. This will open the following screen:

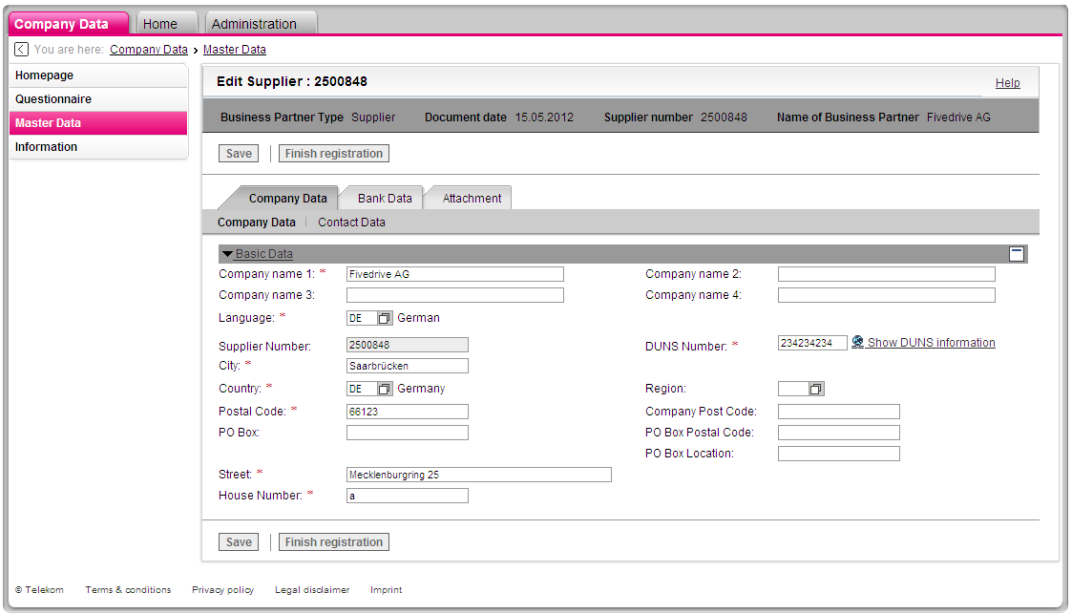


Figure 20: Opening “Master Data” in the “Company Data” tab.

Please enter firstly all required information under “Company Data”. The fields marked with “*” are mandatory.

The following table shows what the individual fields are for.

Field	Description
Company name 1	Enter your company name here without additional company designations, but including the company’s legal form. Example: Deutsche Telekom AG. Please enter your company name exactly as it appears in the certificate of registration.
Company name 2	Here, you can enter additional company designations that are not included in the certificate of registration.
Language	Please select the default language to be used for communications between you and Deutsche Telekom AG. If you select a language other than German, English will be set automatically as the language to be used.
Supplier number	You cannot change or adjust the supplier number. It is assigned by Deutsche Telekom AG only.
DUNS number	Please enter the DUNS number sent to you by DUN & Bradstreet. If you do not have a DUNS number, please go to the following link to request it: http://www.upik.de/upik_anfrage.cgi?new=1
City	If not already filled, please enter the city/town where your company is located. Please note that the city entered here must be the same as the city specified for DUN & Bradstreet.
Country	Please select the country where your company is registered. Please note that the country entered here must be the same as the country specified for DUN & Bradstreet.
Region	Please select the region where your company is based.
Postal code	Please specify your company’s postal code. Please note that the postal code entered here must be the same as the postal code specified for DUN & Bradstreet.
Company postal code	Please enter the postal code that you specified when you registered with DUN & Bradstreet.
PO Box	If your company has a PO Box please specify it here.

PO Box postal code	Please enter the postal code for the PO Box if you have entered a PO Box above.
PO Box country	Please select the country where the PO Box is located if you have entered a PO Box above. Please note that the country entered here must be the same as the country specified for DUN & Bradstreet.
PO Box location	Please enter the location of your PO Box if you have entered a PO Box above.
Street	Please enter the street where your company is located. Please note that the street entered here must be the same as the street specified for DUN & Bradstreet.
House number	Please specify your company's house number. Please note that the house number entered here must be the same as the house number specified for DUN & Bradstreet.

Table 9: Overview of the fields to be completed under "Company Data".

If you want to save the data and continue the registration later, please click on "Save" button. In this case you will switch to display mode. To continue filling out the master data, please switch to edit mode by clicking on "Edit" button.

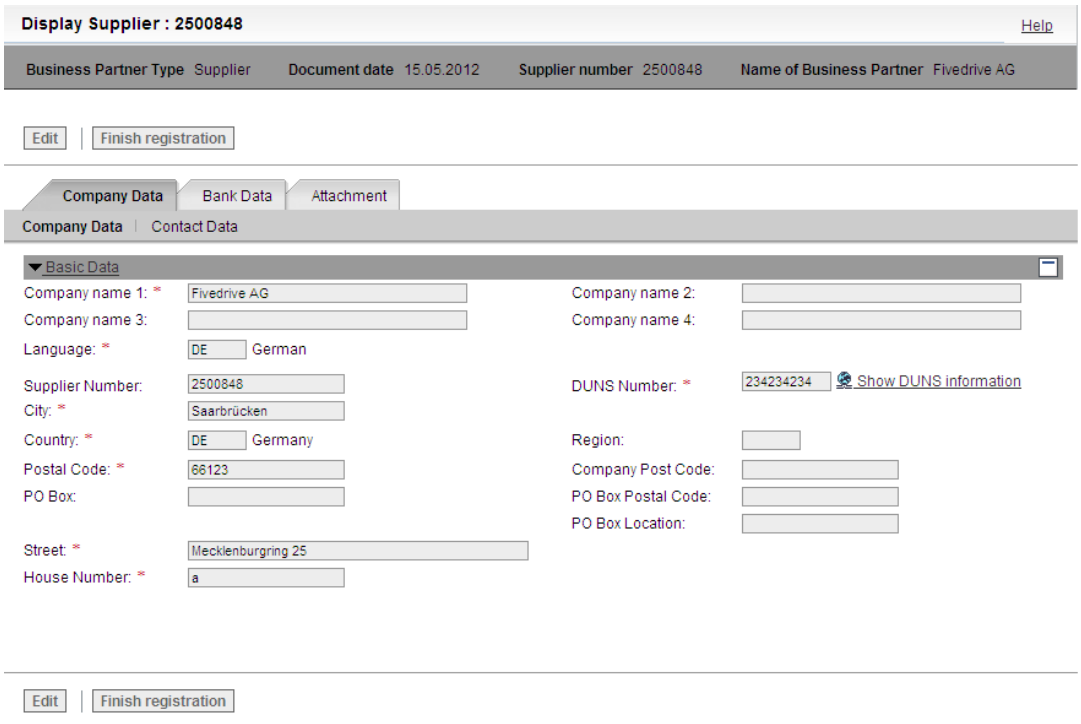


Figure 21: Display mode of "Company Data".

After you have entered all the data, please click on the "Contact Data" tab. This will open the following screen:

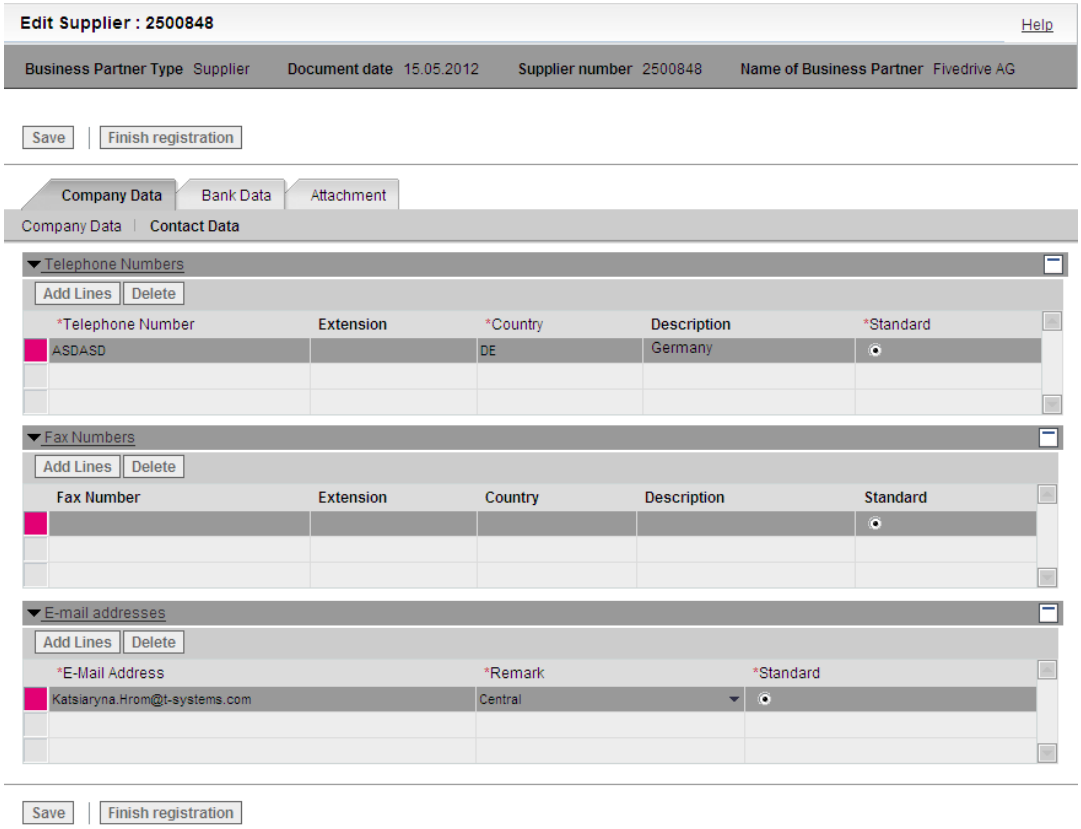


Figure 22: Edit "Contact Data".

Please complete all fields, unless already filled. You can click on "Add lines" if you want to expand an area by adding another entry. Click on "Save" if you want to save your data at the intermediate step. To continue the registrations please ensure you are in edit mode and click on "Bank Data" to open this tab. The following screen appears.

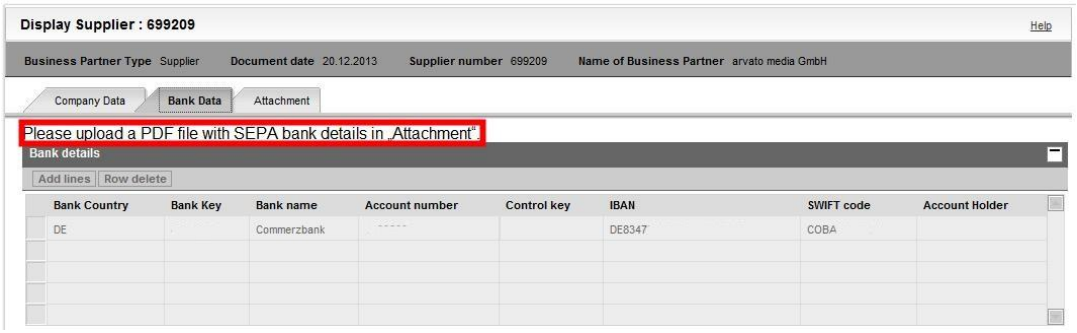


Figure 23: Edit "Bank Data".

Select the "Insert Row" button to enter a new bank account. Please enter all necessary bank accounts and save your details by clicking on "Save". Then click on the "Attachment" tab. This will open the following screen:

Please note: Please upload a PDF file with SEPA bank details in „Attachment".

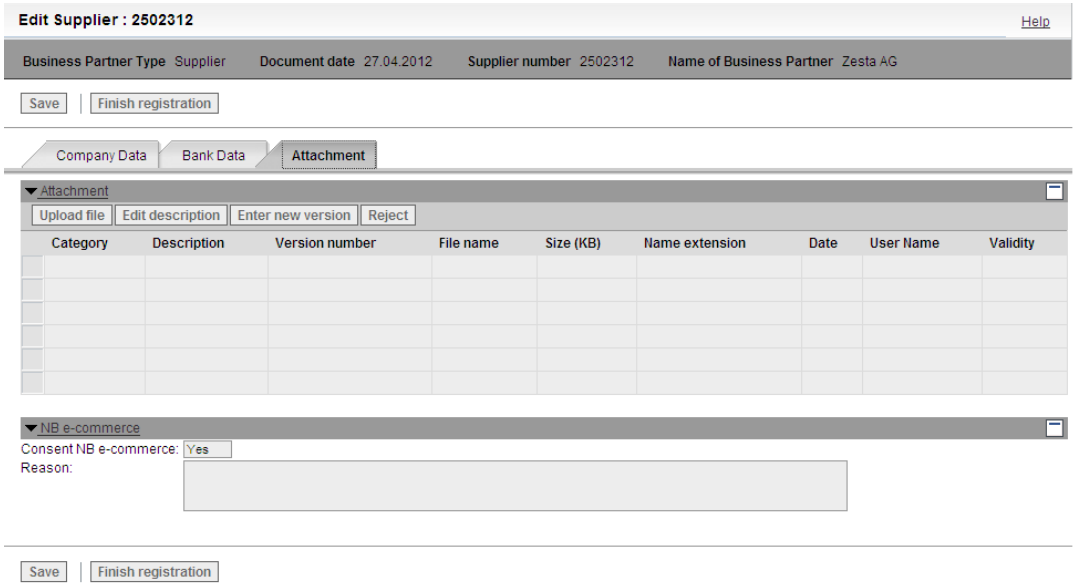


Figure 24: Edit “Attachments”.

To add a document, click on “Upload file” and define a category for the document to be uploaded. Click on “Search” (“Durchsuchen”) to select a file from your hard drive for uploading. Please also enter a description and a validity data for the document.

Please note that it is an essential requirement for completing the registration that you upload your corporate letterhead.

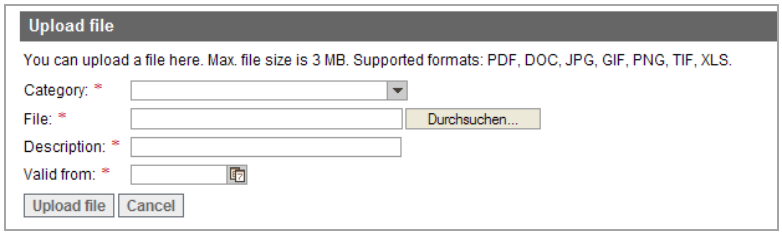

Upload file
You can upload a file here. Max. file size is 3 MB. Supported formats: PDF, DOC, JPG, GIF, PNG, TIF, XLS.
Category: *
File: *
Durchsuchen...
Description: *
Valid from: *
Upload file
Cancel

Figure 25: Uploading a file.

After entering all information click on “Finish registration”. Your data is now transferred to Deutsche Telekom AG and checked by it. If Deutsche Telekom AG has any questions regarding the data, it will contact your company.

5.4 Update questionnaire and master data

If your registration could not be verified by Deutsche Telekom AG, you will be kindly asked to check and correct your registration data. In this case you will receive the corresponding e-Mail where procurement of Deutsche Telekom AG invites you to revise your supplier registration.

You can revise the supplier questionnaire in the Supplier Management Portal under “Questionnaire” in the „Company Data” tab (alternatively in the “Administration” tab). By clicking the “*Questionnaire name* release” button for every particular questionnaire your data is sent. Please revise your company data under “Master Data” in the “Company Data” tab. To save the changed master data, please click on “Save”.

6 "SOURCING" TAB

If you have the appropriate access rights you would be able to access to the "Sourcing" tab.

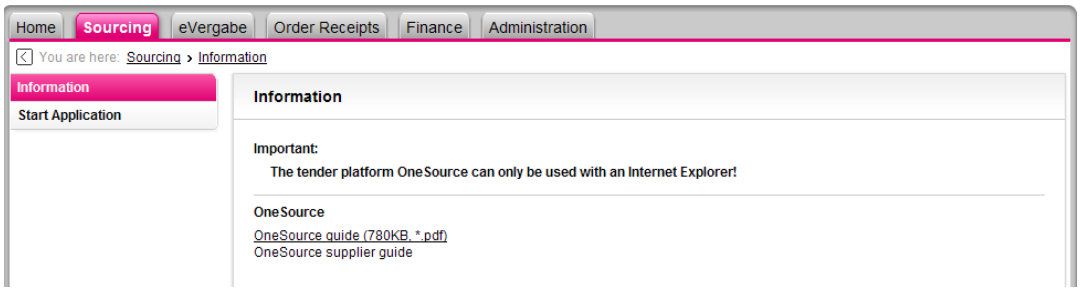


Figure 26: Displaying the "Sourcing" tab.

6.1 Information

In this area you find instructions for the applications "OneSource" and “RFx and Auctions”.

6.2 Start application (OneSource)

By clicking on the "Sourcing" tab the "Start Application" menu item appears. Please click on it.

It opens the "OneSource" tender and auction platform. Your access data is transferred automatically so it is not necessary to log in again. In OneSource you will first see an agreement to the general terms and conditions for the OneSource Platform of the Deutsche Telekom AG. Then your personal start page appears.

The Supplier Management Portal (SMP) offers a supplier the opportunity to manage your RFx and auctions. The only requirement is that you have been enabled for this service.

6.3 RFx (electronic Request for Quotation/Proposal)

If you, as a supplier, have received an email with the information to a new RFx you can directly access the RFx through the link in the invitation e-mail.

By clicking on the tab "Sourcing" and "RFx and Auctions" you navigate to the overview of RFxs.

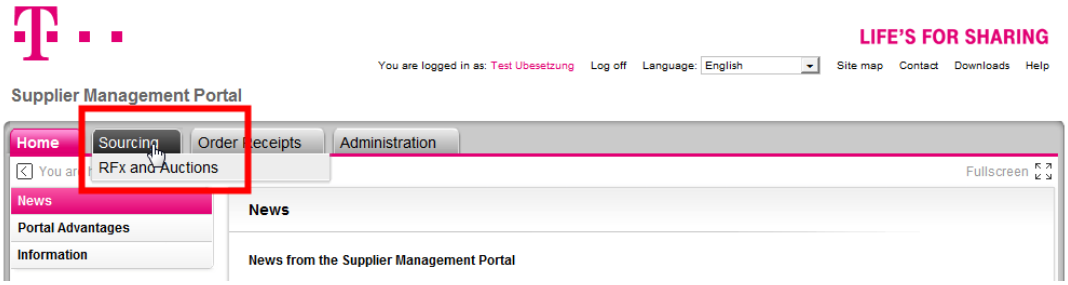
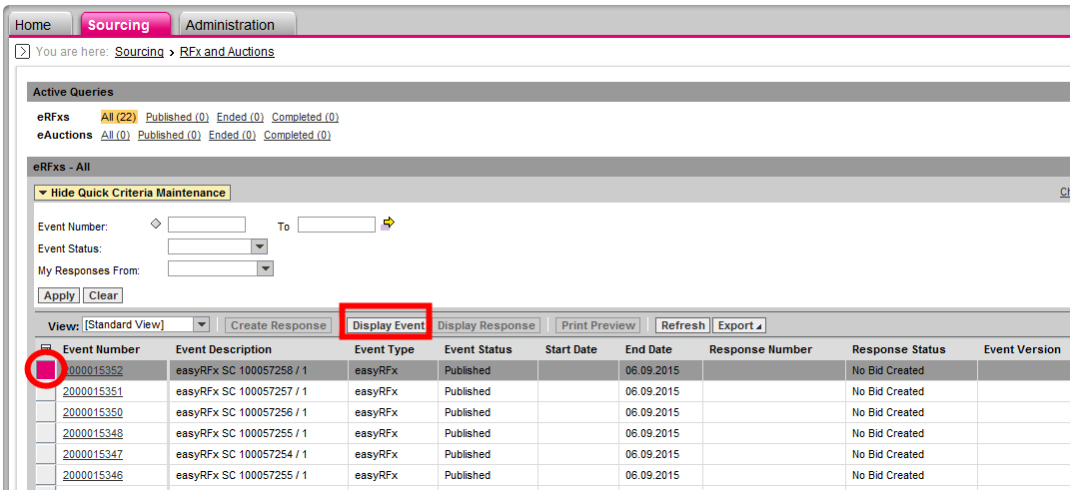


Figure 27: Opening the menu "RFx and Auctions“.

This opens the following window:


Home
Sourcing
Administration
You are here: Sourcing › RFx and Auctions
Active Queries
eRFxs All (22) Published (0) Ended (0) Completed (0)
eAuctions All (0) Published (0) Ended (0) Completed (0)
eRFxs - All
Hide Quick Criteria Maintenance
Event Number:
To
Event Status:
My Responses From:
Apply
Clear
View: [Standard View]
Create Response
Display Event
Display Response
Print Preview
Refresh
Export
Event Number
Event Description
Event Type
Event Status
Start Date
End Date
Response Number
Response Status
Event Version
2000015352 easyRFx SC 100057258 / 1 easyRFx Published 06.09.2015 No Bid Created
2000015351 easyRFx SC 100057257 / 1 easyRFx Published 06.09.2015 No Bid Created
2000015350 easyRFx SC 100057256 / 1 easyRFx Published 06.09.2015 No Bid Created
2000015348 easyRFx SC 100057255 / 1 easyRFx Published 06.09.2015 No Bid Created
2000015347 easyRFx SC 100057254 / 1 easyRFx Published 06.09.2015 No Bid Created
2000015346 easyRFx SC 100057255 / 1 easyRFx Published 06.09.2015 No Bid Created
Figure 28: Display event in "RFx and Auctions".

All RFxs are now displayed. You can enter a RFx by clicking an event number in the list or selecting an item and clicking the button “Display Event”. The RFx is now opened in the display mode.

6.3.1 Basic structure of a RFx

Following screenshot shows the detailed view of a RFx:

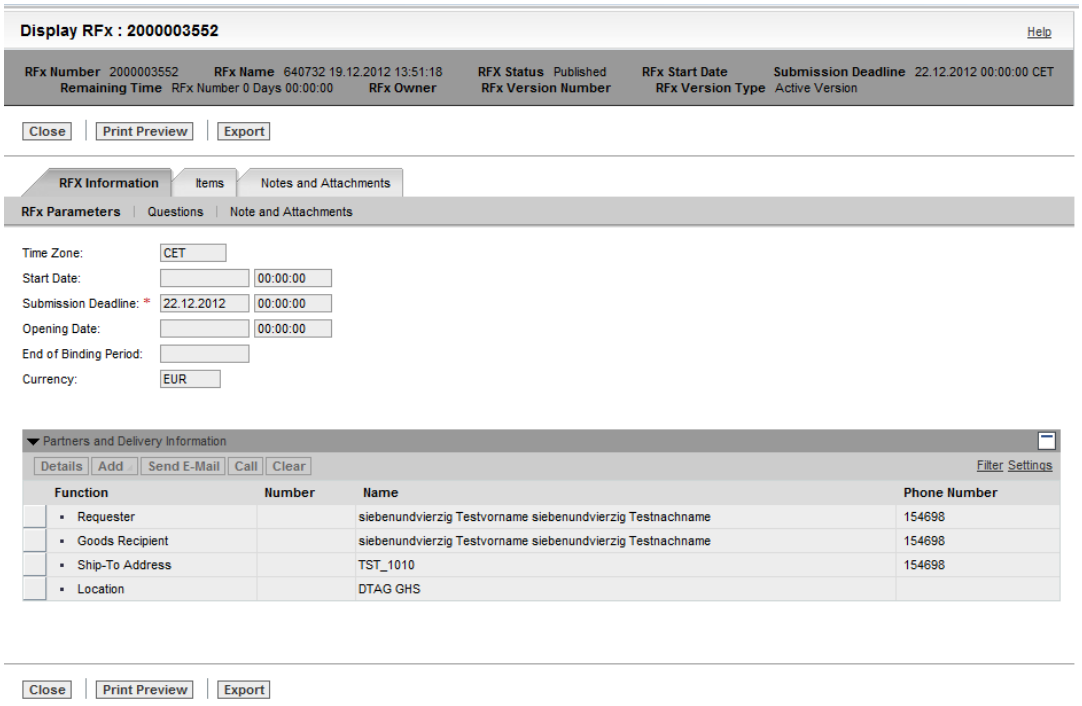


Figure 29: Structure of a RFx.

The RFx content is divided into the following areas:

- RFx Information: In this area the different parameters of the RFx are displayed such as temporary parameters, partnership, including delivery information, etc. Also if there are any questions for the RFx, they are visible as well as notes and attachments.
- Items: Here you get an overview of the materials or services that are relevant for the RFx.

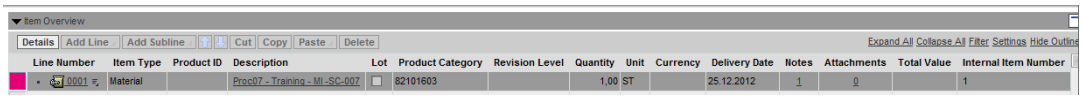


Figure 30: Item overview of RFx.

- Notes and Attachments: This section displays additional information such as notes and attachments to the RFx.

6.3.2 Submitting a RFx response to the RFx

For submitting a RFx response to the RFx, please choose from the list of RFx the one, you would like to make a RFx response to. Once you have selected the corresponding RFx, please, press the "Create Response" button. Please note, you may submit a RFx response to the RFx only once if the RFx has the status "No Bid Created" and the end date is still valid.

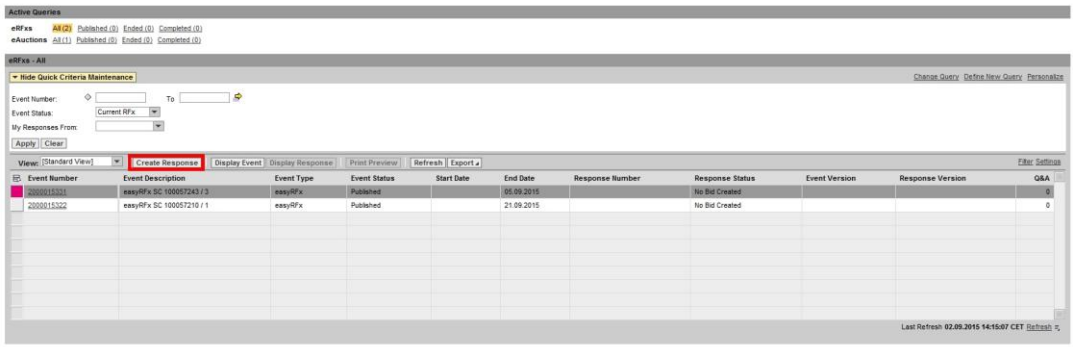


Figure 31: Selecting a request to create the response.

You will get the following view:

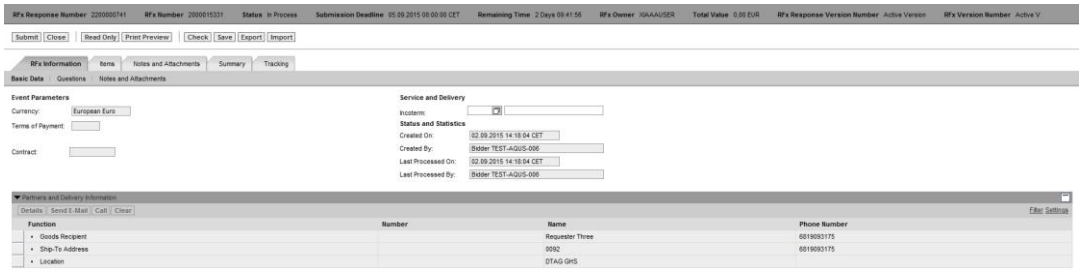


Figure 32: Submitting a RFx response to the RFx.

Inside the RFx response you can enter your price and other conditions at item level as well as the additional information for the purchaser. You can also upload documents and add them as an annex to the RFx response.

The following table gives an overview of the data fields to be filled in.

Location	Field name	Description	Required field
RFx Information – RFx Parameters	Incoterm	Please select the appropriate Incoterm and enter the Incoterm-place.	No
RFx Information – Questions		Please answer the questions here as soon as the purchaser has created the questions about the RFx. The compulsory questions are marked with a red star.	No/Yes
RFx Information – Notes and Attachments	Notes and Attachments	Here you can add additional information on the RFx such as comments for the purchaser. Furthermore, you have option to add attachments.	No
Items – Item overview	Item Type	Please fill in the item type.	No
	Quantity	Please specify the amount offered.	No
	Price	Please specify the price per unit (s). Please, note that '0' in the price field means that you offer the position for free.	No
	Unit	Please fill in the number of units for which the price is entered.	No
	Delivery Date	Please fill in how many days are required for delivery.	No
	Questions	Please answer the questions here as soon as the purchaser has created the questions about the position. The compulsory questions are marked with a red star.	No/Yes
	Notes and Attachments	Here you can add additional information to the position such as notes and attachments.	No
Notes and Attachments		Here you can add additional information on the RFx and add notes and attachments.	No
Summary		Here you find a summary of your RFx.	No
Tracking		Here you are able to track the different RFx or competitive RFx responses.	No

Table 10: Overview of basic data for the RFx response.

Note: All other fields are already filled, therefore they are not described.

Clicking on the button "Save" you can save the content without submitting it. Saved responses could be changed or canceled afterwards.

When you are finished with your entries, you can check completeness of your RFx response by pressing the "Test" button. If the data is not correct, please correct them. Once the test is successful, you may submit your RFx response by pressing the "Send" button.

After sending the RFx response you will receive a confirmation with the response number under which the RFx response could be found. The submission of an RFx response to the RFx is now complete. The response status will change from "No Bid Created" to "Submitted".

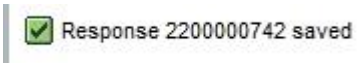


Figure 33: View "Confirmation".

6.3.3 Withdrawal of the RFx response

With the submission of the RFx response your data are transmitted to the Deutsche Telekom AG and thus you have no possibility to edit your RFx response. You are able to change an RFx response only when it has not yet been submitted. However, if the purchaser changes the RFx and your original RFx response will be returned, you can change it.

You can withdraw your submitted RFx response at any time as long as the due date has not yet expired. To do so, please, open the appropriate RFx response and click on the "Withdraw" button in the opened window.

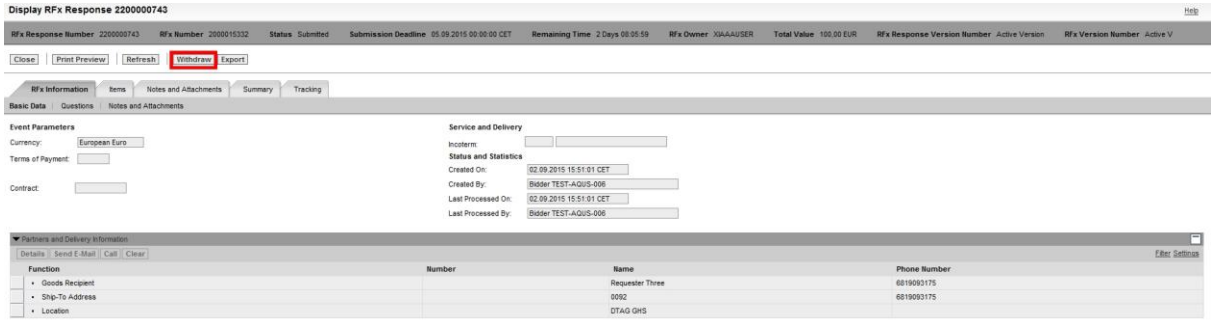


Figure 34: Withdrawal of the RFx response.

The response status is changed from "Submitted" to "Withdrawn". A withdrawn RFx could be send again to the Deutsche Telekom AG at any time as long as the due date of the RFx has not yet expired. To do so, please, open the appropriate response and click on the "Re-Submit " button in the opened window.

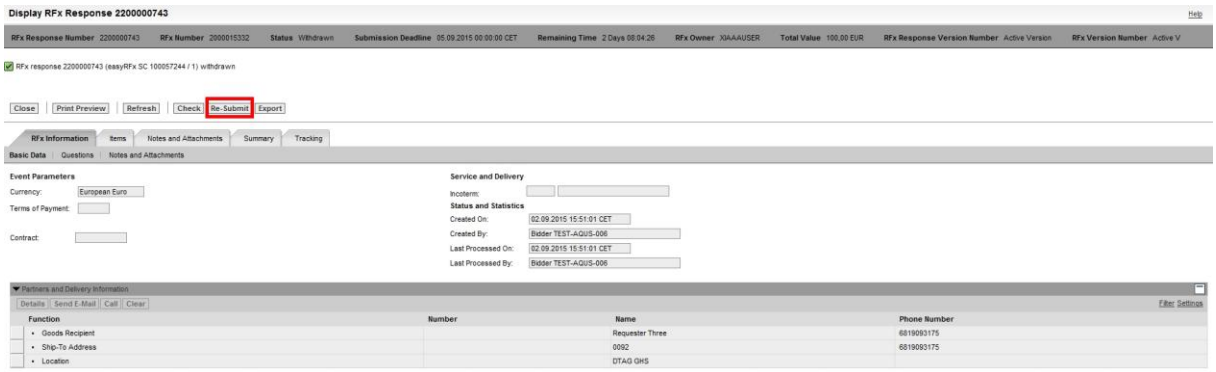


Figure 35: Re-Submit the RFx response.

Once the RFx is due, an employee of the Deutsche Telekom AG could see that the responses have been arrived and can display them from the opening date. All RFx responses will be reviewed and a suitable response will be accepted. If your RFx response is accepted, you will be informed by the Deutsche Telekom AG.

6.3.4 Status explanation to the RFxs and RFx responses

The following statuses are relevant for RFxs (RFx status):

- Published: The RFx will be launched for the selected suppliers. You can create a RFx response.
- Closed: The RFx was closed by purchaser.
- Finished: The deadline of the RFx has expired.

The following statuses are relevant for the RFx responses (response status):

- No Bid Created: You have not yet created a RFx response to the RFx.
- In Process: You have created a RFx response to the RFx, but have not sent it yet.
- Submitted: You have created a RFx response to the RFx and send it to the Deutsche Telekom AG.
- Withdrawn: You have created a RFx response to the RFx and then withdrawn it.
- Rejected: Your RFx response was rejected by the Deutsche Telekom AG.
- Re-Submit: The purchaser changes the RFx and returns your original RFx response. RFx responses in the status “re-submit" could be changed and send back to the Deutsche Telekom AG.
- Closed: The corresponding RFx has been closed by the purchaser.

6.4 Auctions

This description will be added first in an upcoming update of the user manual.

7 "EVERGABE" TAB

If you have the appropriate access rights you receive access to the "eVergabe" tab.

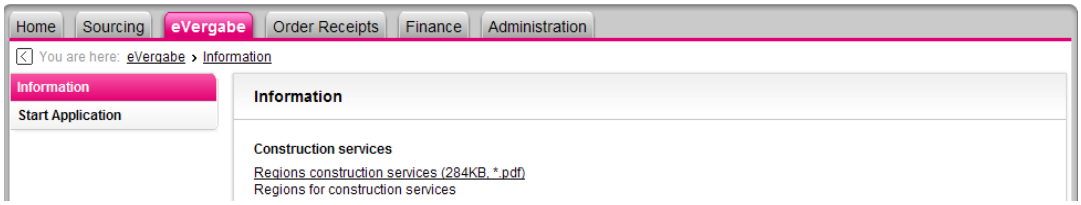


Figure 36: Displaying the "eVergabe" tab.

7.1 Information

In this area you find instructions on the "eVergabe" application.

7.2 Start application

Clicking this button opens the “eVergabe” application. Your access data is transferred automatically so it is not necessary to log in again.

8 “ORDER RECEIPTS” TAB

8.1 Purchase orders

If you, the supplier, have received an e-Mail with notification about a new purchase order you can access the document directly using the link included in the e-Mail.

Note: Please note that new orders wouldn’t forward as an e-mail attachment. The Access happens by the link which you can found in the information e-mail in the Supplier Management Portal. The distribution of the order inside your company can independently done by you.

By clicking on the "Order Receipts" tab and "Purchase Orders" you navigate to the so-called "Order cockpit".

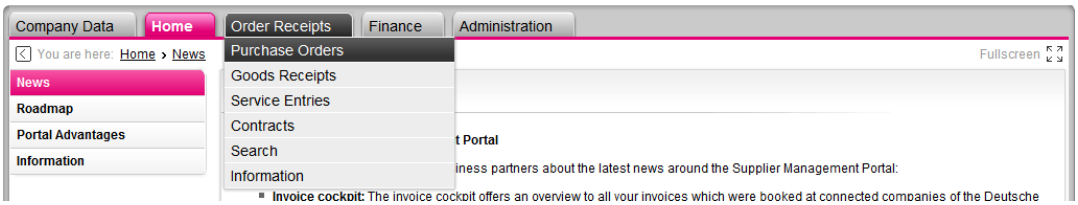
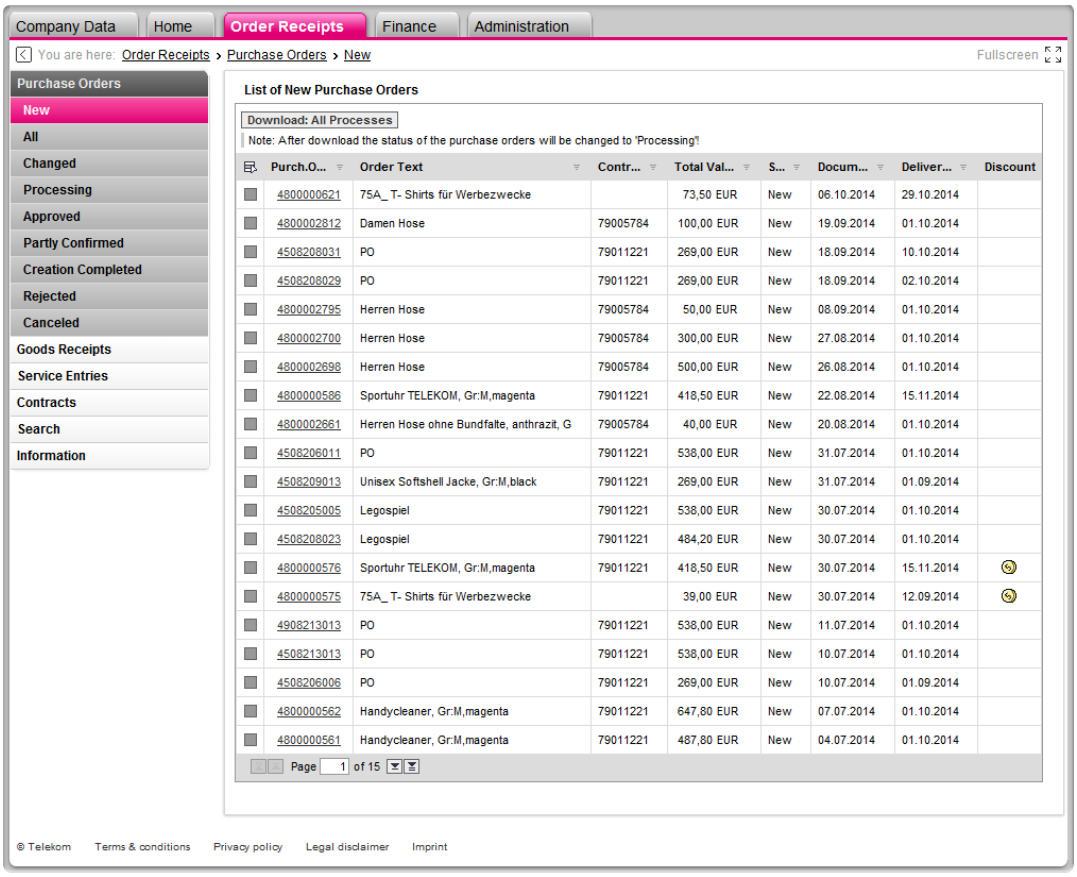


Figure 37: Opening the "Order Receipts" menu.

As soon as the order cockpit opens all of the recently received purchase orders with their document numbers, dates, statuses and total values are displayed. In this case the status is always "New" because at this time only the newly received purchase orders are displayed. Purchase orders with a different status can be displayed via the left navigation bar. The status may be: "New", "All", "Changed", "Processing", "Approved", "Partially Confirmed", ”Creation Completed”, "Rejected" and "Cancelled".

Note : The “Discount View” is only possible by service entries and is visible over the " coin symbol".


Company Data
Home
Order Receipts
Finance
Administration
You are here: Order Receipts › Purchase Orders › New
Fullscreen
Purchase Orders
New
All
Changed
Processing
Approved
Partly Confirmed
Creation Completed
Rejected
Canceled
Goods Receipts
Service Entries
Contracts
Search
Information
List of New Purchase Orders
Download: All Processes
Note: After download the status of the purchase orders will be changed to 'Processing'!
Purch.O... Order Text Contr... Total Val... S... Docum... Deliver... Discount
4800000621 75A_ T- Shirts für Werbezwecke 73,50 EUR New 06.10.2014 29.10.2014
4800002812 Damen Hose 79005784 100,00 EUR New 19.09.2014 01.10.2014
4508208031 PO 79011221 269,00 EUR New 18.09.2014 10.10.2014
4508208029 PO 79011221 269,00 EUR New 18.09.2014 02.10.2014
4800002795 Herren Hose 79005784 50,00 EUR New 08.09.2014 01.10.2014
4800002700 Herren Hose 79005784 300,00 EUR New 27.08.2014 01.10.2014
4800002698 Herren Hose 79005784 500,00 EUR New 26.08.2014 01.10.2014
4800000586 Sportuhr TELEKOM, Gr:M,magenta 79011221 418,50 EUR New 22.08.2014 15.11.2014
4800002661 Herren Hose ohne Bundfalte, anthrazit, G 79005784 40,00 EUR New 20.08.2014 01.10.2014
4508206011 PO 79011221 538,00 EUR New 31.07.2014 01.10.2014
4508209013 Unisex Softshell Jacke, Gr:M,black 79011221 269,00 EUR New 31.07.2014 01.09.2014
4508205005 Legospiel 79011221 538,00 EUR New 30.07.2014 01.10.2014
4508208023 Legospiel 79011221 484,20 EUR New 30.07.2014 01.10.2014
4800000576 Sportuhr TELEKOM, Gr:M,magenta 79011221 418,50 EUR New 30.07.2014 15.11.2014
4800000575 75A_ T- Shirts für Werbezwecke 39,00 EUR New 30.07.2014 12.09.2014
4908213013 PO 79011221 538,00 EUR New 11.07.2014 01.10.2014
4508213013 PO 79011221 538,00 EUR New 10.07.2014 01.10.2014
4508206006 PO 79011221 269,00 EUR New 10.07.2014 01.09.2014
4800000562 Handycleaner, Gr:M,magenta 79011221 647,80 EUR New 07.07.2014 01.10.2014
4800000561 Handycleaner, Gr:M,magenta 79011221 487,80 EUR New 04.07.2014 01.10.2014
Page 1 of 15
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Legal disclaimer
Imprint

Figure 38: Order display depiction.

You can choose from the following statuses:

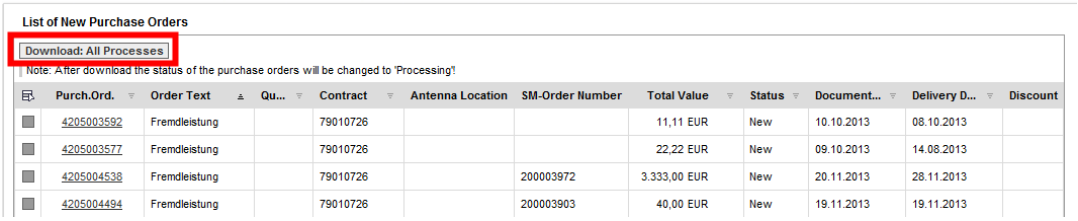
- New: Filtered by the "New" status, all newly entered purchase orders are displayed.
- All: Filtered by the "All" status, all purchase orders are displayed no matter their status.
- Changed: If a value on a newly received purchase order is modified by Deutsche Telekom AG the status of this purchase order is set to "Changed".
- Processing: If a newly received purchase order is being processed, i.e., the buttons "Process" and then "Note" are selected, the status of this purchase order is set to "Processing".
- Approved: If all items on a newly received purchase order are confirmed and the "Send" button is pressed, the status of this purchase order is set to "Approved".
- Partially confirmed: If some of the items on a newly received purchase order are confirmed and thus individual items are rejected and then the "Send" button is pressed, the status of this purchase order is set to "Partially Confirmed".
- Creation completed: The purchase order is considered to have been delivered in full.
- Rejected: If all items on a newly received purchase order are rejected and the "Send" button is pressed, the status of this purchase order is set to "Rejected".
- Cancelled: If a newly received purchase order is only partially confirmed, i.e., some items are rejected; there is the option for Deutsche Telekom AG to completely cancel this purchase order. In such cases the status of the purchase order is set to "Cancelled".

When you click on the document number for the purchase order, it opens in the display mode ("Display Purchase Order").

8.1.1 Download of purchase orders with status “New”

Via the button “Download: All Processes” you are able to download all purchase orders with the status “New” in a ZIP file format.

Note: After download the status of the purchase orders will be changed to “Processing”.


List of New Purchase Orders

Download: All Processes

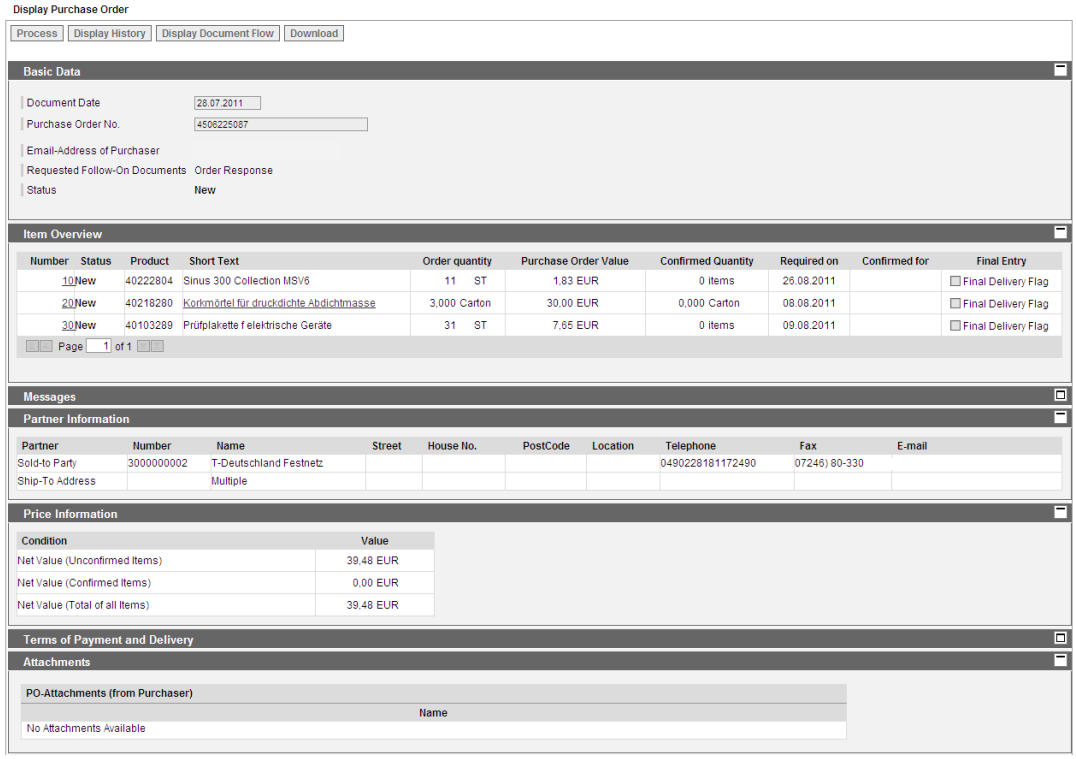
Note: After download the status of the purchase orders will be changed to 'Processing'!

Purch.Ord.	Order Text	Qu...	Contract	Antenna Location	SM-Order Number	Total Value	Status	Document...	Delivery D...	Discount
4205003592	Fremdleistung		79010726			11,11 EUR	New	10.10.2013	08.10.2013	
4205003577	Fremdleistung		79010726			22,22 EUR	New	09.10.2013	14.08.2013	
4205004538	Fremdleistung		79010726		200003972	3.333,00 EUR	New	20.11.2013	28.11.2013	
4205004494	Fremdleistung		79010726		200003903	40,00 EUR	New	19.11.2013	19.11.2013	

Figure 39: Download all purchase orders with status “New”.

8.1.2 Basic structure of a purchase order

A purchase order is either opened directly by selecting its status in the left navigation bar or by searching for the document.


Display Purchase Order

Process | Display History | Display Document Flow | Download

Basic Data

Document Date 28.07.2011

Purchase Order No. 4506225087

Email-Address of Purchaser

Requested Follow-On Documents Order Response

Status New

Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for	Final Entry
10	New	40222804	Sinus 300 Collection MSV6	11 ST	1,83 EUR	0 items	26.08.2011		Final Delivery Flag
20	New	40218280	Korkmörtel für druckdichte Abdichtmasse	3,000 Carton	30,00 EUR	0,000 Carton	08.08.2011		Final Delivery Flag
30	New	40103289	Prüfplakette f elektrische Geräte	31 ST	7,65 EUR	0 items	09.08.2011		Final Delivery Flag

Page 1 of 1

Messages

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	3000000002	T-Deutschland Festnetz					0490228181172490	07246) 80-330	
Ship-To Address		Multiple							

Price Information

Condition	Value
Net Value (Unconfirmed Items)	39,48 EUR
Net Value (Confirmed Items)	0,00 EUR
Net Value (Total of all Items)	39,48 EUR

Terms of Payment and Delivery

Attachments

PO-Attachments (from Purchaser)

Name
No Attachments Available

Figure 40: Structure of the purchase order.

A purchase order is divided into the following areas:

- Basic data: This area shows the document date, purchase order number, the e-Mail address of the purchaser, the requested follow-on documents such as a purchase order confirmation and the status of the purchase order. The documents listed below were requested by procurement and may vary for each purchase order.
- Item overview: The following information is shown for each item on the purchase order in the item overview: item number, item status, product, line type, description, order quantity, purchase order value and confirmed quantity. You can also see when the item is required and the time when a delivery was confirmed.

- Messages: If procurement produces a notification for the supplier the relevant message is displayed here. The type of notification and a preview is shown in the left-hand area. If a notification has been selected it is opened in the right-hand part of the screen.
- Partner information: Information on the relevant business partner is displayed here. The information provided by the business partner in this regard is considered to be partner information. In detail the partner, e.g., the client or delivery address, the identification number as well as the name, address (street, house number, post code and location), the telephone and fax numbers and the partner's e-Mail address are displayed.
- Price information: The net values of the confirmed, unconfirmed and the total for all items are displayed here. If no item has yet been confirmed or rejected, i.e., the purchase order has not yet been processed, the net value for unconfirmed and confirmed items is listed at €0.00. As soon as a purchase order is edited by clicking the "Process" button, the net value of the unconfirmed items changes to the net value of the whole purchase order. If an item is confirmed the net value of the confirmed items changes to the net value of this item.
- Terms of payment and delivery: You receive an overview of the applicable payment and delivery terms here.
- Attachments: Documents attached by the procurement professional can be found in the attachment area. The attachments enclosed with the purchase order are shown here as links. Clicking one of these links opens the relevant attachment for further processing on your computer. Two documents are found in the attachment. A purchase order in the PDF format that contains all of the purchase order texts. This represents the document that is valid for the purchase order. The original IDOC document is also enclosed as an attachment and this can be used for importing into your own applications with the aid of an XML interface.

8.1.3 Editing a purchase order

After opening a purchase order you are in display mode. In this view you have the following editing options:

- Process: Option to modify the purchase order.
- Display history: If it is not a new purchase order, i.e., changes have already been made to this purchase order, an additional button is shown here. You can track all of the changes made here and display these by clicking on "Historical Version".
- Display document flow: Display all documents produced by the client and contractor associated with the purchase order.
- Download: Download the purchase order.

Click the "Process" button to switch to the editing mode for the relevant order. The display then changes such that three new buttons "Send", "Hold" and "Cancel" are shown. The option to download the document remains. The item overview is modified so that individual items can be confirmed, rejected and modified.
By switching to the editing mode, the status of the purchase order is changed from "New" to "Processing".

Note: There may be different views of the order due to the nature of orders and other factors

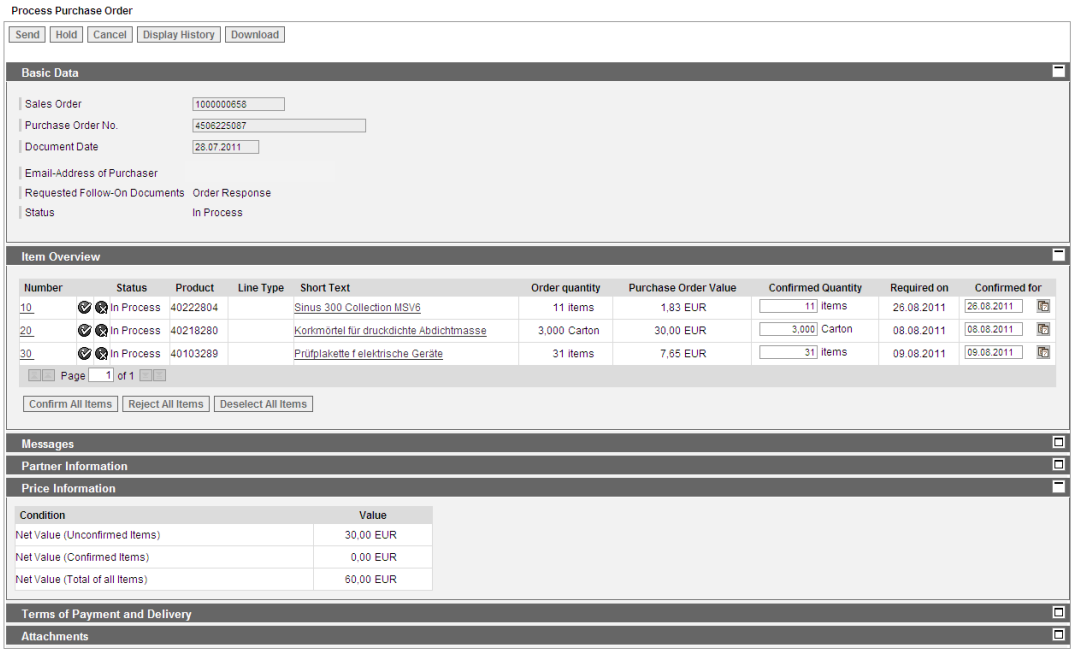


Figure 41: Editing a purchase order.

In detail you can make the following changes:

- Changing items: You can modify a purchase order by one item only. Changes can be made to the purchase order quantity and in particular cases to the delivery date. To do so please enter the quantity to be delivered under "Confirmed Quantity" or the delivery date for "Confirmed For". All other values for an item cannot be changed. After making the desired changes the item is confirmed, as described under "Confirming Items", and the purchase order returned to the client by clicking the "Send" button. If the changes are accepted the client cancels the original purchase order and creates a new one. The original purchase order is shown in the "Cancelled" status. The new purchase order is displayed in the "New" status and is treated like any new order.
- Confirming items: A button with a tick ( ) is displayed in the item overview next to the item number. A click on this tick confirms the (modified) item.
  You can also confirm all of the items with a single click on the "Confirm All Items" button. If a purchase order that has had all of the items confirmed is sent to the client ("Send" button) the purchase order's status changes to "Approved". As soon as an item is confirmed in full or in part, the existing document flow can be viewed.

Figure 42: Success message after sending a purchase order.

- Rejecting items: Another button with an "X" ( ) is displayed in the item overview next to the button. Clicking the button rejects the item completely. You can also reject all of the items with a single click on the "Reject All Items" button. If a purchase order that has had all of the items rejected is sent to the client using the "Send" button, the purchase order's status changes to "Rejected".
- Partial confirmation of items: If some of the items in a purchase order with several items are confirmed and the rest rejected, the purchase order is only partially confirmed. An item is still confirmed even if only a part of the requested quantity of an item has been confirmed. If the

partially confirmed purchase order is sent to the client, the purchase order's status changes to "Partially Confirmed".

- Send: The purchase order is sent to the client by clicking this button.
- Process: Pressing this button saves the changes currently made and the purchase order's status remains "Processing". Another button "Display History" is visible.
- Cancel: The current changes are rejected and the status is reset.

8.2 Service entry

After providing a service you are able to record this service in order to start the Deutsche Telekom AG billing process. This takes place in SMP with the aid of service entry.

8.2.1 Process flow

The figure below shows the service entry process at a glance.

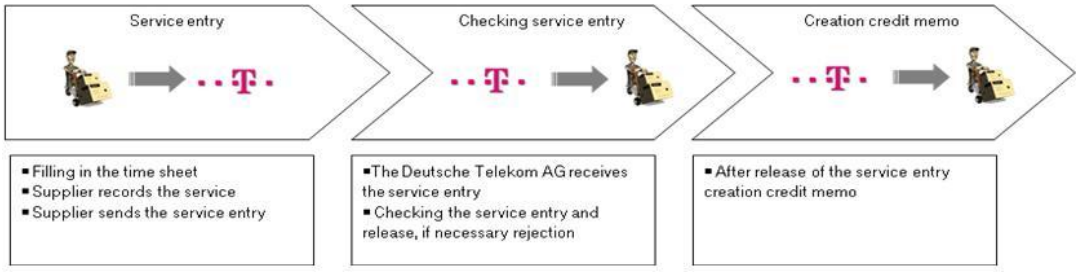

Service entry
Checking service entry
Creation credit memo
▪ Filling in the time sheet
▪ Supplier records the service
▪ Supplier sends the service entry
▪ The Deutsche Telekom AG receives the service entry
▪ Checking the service entry and release, if necessary rejection
▪ After release of the service entry creation credit memo

Figure 43: Service entry process.

8.2.2 Recording a service

In order to record a service, please click on the "Purchase Orders" option in the "Order Receipts" tab.

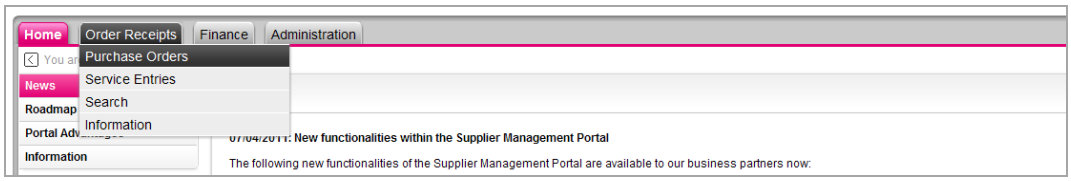


Figure 44: Opening the "Purchase Orders" menu.

All of the new purchase orders are displayed. Find the purchase order for which you want to record a service in the list. As soon as you have selected the relevant purchase order you receive the following view.

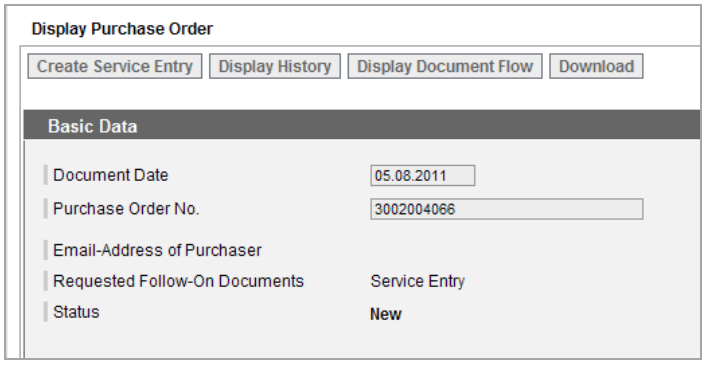


Figure 45: Displaying a purchase order.

A service entry is required for this purchase order as this is marked appropriately in the requested subsequent documents.
In order to start the service entry, please click the "Create Service Entry" button on the top left.

You now enter the editing mode for recording the service.

8.2.2.1 Basic data

Please fill in the basic data first.

Figure 46: Filling in the basic data.

The following summary shows the relevant fields to be entered.

Field name	Description	Mandatory field
Document name	Please enter a meaningful title for recording the service in this field. For example: John Doe May 2011. You can also save in this field a link on the corresponding internal document if it helps you to simplify the further process flow. If you use the Evaluated Receipt Settlement (ERS) the content of this field will be displayed in the corresponding credit memo.	Yes
Service agent name	Please enter the name of the person who provided the service here.	Yes
Service location	Please enter the place where the service provision mainly took place here.	Yes
Service timeframe (from)	Please select the start of the period when the service provision began here.	Yes
Service timeframe (to)	Please select the end of the period when the service provision was provided here.	Yes
Responsible (internal)	Please enter a contact for your client in this field.	No
Responsible external)	Please enter a contact for your company in this field.	No
Final delivery flag	In this field please select whether you only confirm part of the service or whether this is the last service entry for this purchase order. Please note: In this field select the "Final delivery" entry and the purchase order is then considered to have been delivered in full.	No

Table 11: Summary of the basic data for service entry.

All the other fields are already pre-allocated.

8.2.2.2 Item overview

The services are actually recorded in the item overview.

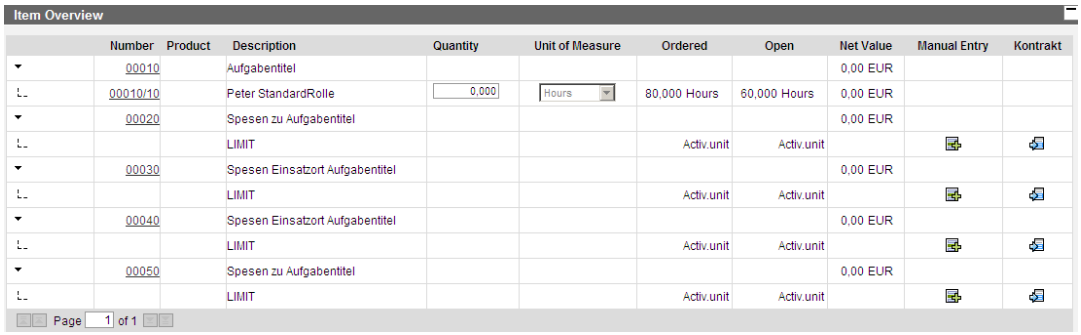

Item Overview
Number Product Description Quantity Unit of Measure Ordered Open Net Value Manual Entry Kontrakt
00010 Aufgabentitel 0,00 EUR
00010/10 Peter StandardRolle 0,000 Hours 80,000 Hours 60,000 Hours 0,00 EUR
00020 Spesen zu Aufgabentitel 0,00 EUR
LIMIT Activ.unit Activ.unit
00030 Spesen Einsatzort Aufgabentitel 0,00 EUR
LIMIT Activ.unit Activ.unit
00040 Spesen Einsatzort Aufgabentitel 0,00 EUR
LIMIT Activ.unit Activ.unit
00050 Spesen zu Aufgabentitel 0,00 EUR
LIMIT Activ.unit Activ.unit
Page 1 of 1

Figure 47: Depiction of the item overview.

You can enter the service provided in the specified service unit into the lines for which there is an editable field in the "Quantity" column. You cannot enter more service units than are available for the item in the "Open" column.

You can also enter expenses if the billing of expenses has been agreed with your client. To enter expenses please click on the "+" icon ( ) after the relevant item. You view a new line where you can enter your expenses now.

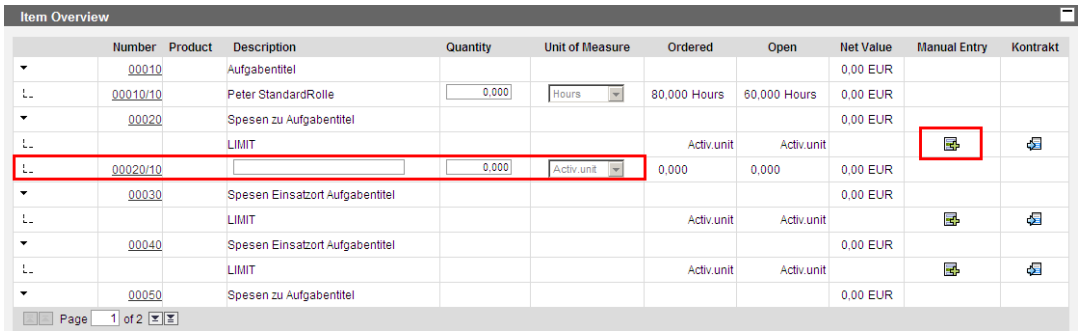

Item Overview
Number Product Description Quantity Unit of Measure Ordered Open Net Value Manual Entry Kontrakt
00010 Aufgabentitel 0,00 EUR
00010/10 Peter StandardRolle 0,000 Hours 80,000 Hours 60,000 Hours 0,00 EUR
00020 Spesen zu Aufgabentitel 0,00 EUR
LIMIT Activ.unit Activ.unit
00020/10 0,000 Activ.unit 0,000 0,000 0,00 EUR
00030 Spesen Einsatzort Aufgabentitel 0,00 EUR
LIMIT Activ.unit Activ.unit
00040 Spesen Einsatzort Aufgabentitel 0,00 EUR
LIMIT Activ.unit Activ.unit
00050 Spesen zu Aufgabentitel 0,00 EUR
Page 1 of 2

Figure 48: Display the expenses item.

In the "Description" column please enter a brief description of the expenses item, e.g., "taxi to arrive at location".

Please enter the quantity in the "Quantity" column. For example, if you take a taxi from the airport to the location twice, enter the number 2 in the "Quantity" column. In the "Net Value" field please enter the price of one trip from the airport to the location.

You can add to the service entry additional services from the contract referenced in the purchase order if additional services were agreed with your purchaser. To add additional services click on the "→" icon ( ) after the relevant item. The contract catalog opens up in a new window.

Please click on the line with the screwdriver icon ( ) to show the positions of the contract.
Using the search field you could find particular positions of the selected contract. Please note that the search is case-sensitive.

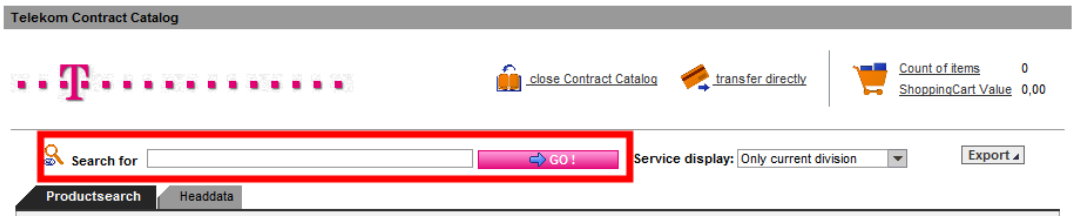


Figure 49: Display the contract catalog.

Once all fields are filled out, you can add items to the shopping cart by pressing the respective buttons " " or press the "Enter" key of the respective row in the column "Quantity". The position will be transferred directly to the shopping cart by pressing one of the buttons " " or the Enter key.

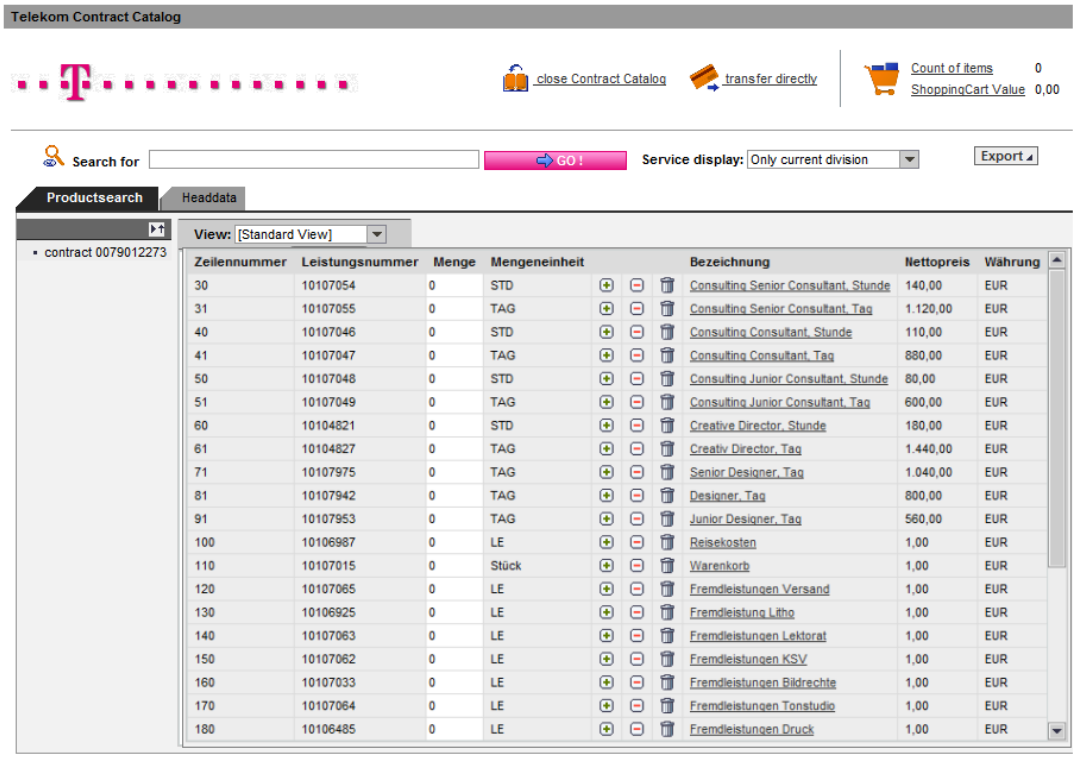

Telekom Contract Catalog
close Contract Catalog
transfer directly
Count of items 0
ShoppingCart Value 0,00
Search for
GO !
Service display: Only current division
Export
Productsearch
Headdata
View: [Standard View]
contract 0079012273
Zeilennummer Leistungsnummer Menge Mengeneinheit Bezeichnung Nettopreis Währung
30 10107054 0 STD Consulting Senior Consultant, Stunde 140,00 EUR
31 10107055 0 TAG Consulting Senior Consultant, Tag 1.120,00 EUR
40 10107046 0 STD Consulting Consultant, Stunde 110,00 EUR
41 10107047 0 TAG Consulting Consultant, Tag 880,00 EUR
50 10107048 0 STD Consulting Junior Consultant, Stunde 80,00 EUR
51 10107049 0 TAG Consulting Junior Consultant, Tag 600,00 EUR
60 10104821 0 STD Creative Director, Stunde 180,00 EUR
61 10104827 0 TAG Creativ Director, Tag 1.440,00 EUR
71 10107975 0 TAG Senior Designer, Tag 1.040,00 EUR
81 10107942 0 TAG Designer, Tag 800,00 EUR
91 10107953 0 TAG Junior Designer, Tag 560,00 EUR
100 10106987 0 LE Reisekosten 1,00 EUR
110 10107015 0 Stück Warenkorb 1,00 EUR
120 10107065 0 LE Fremdleistungen Versand 1,00 EUR
130 10106925 0 LE Fremdleistung Litho 1,00 EUR
140 10107063 0 LE Fremdleistungen Lektorat 1,00 EUR
150 10107062 0 LE Fremdleistungen KSV 1,00 EUR
160 10107033 0 LE Fremdleistungen Bildrechte 1,00 EUR
170 10107064 0 LE Fremdleistungen Tonstudio 1,00 EUR
180 10106485 0 LE Fremdleistungen Druck 1,00 EUR

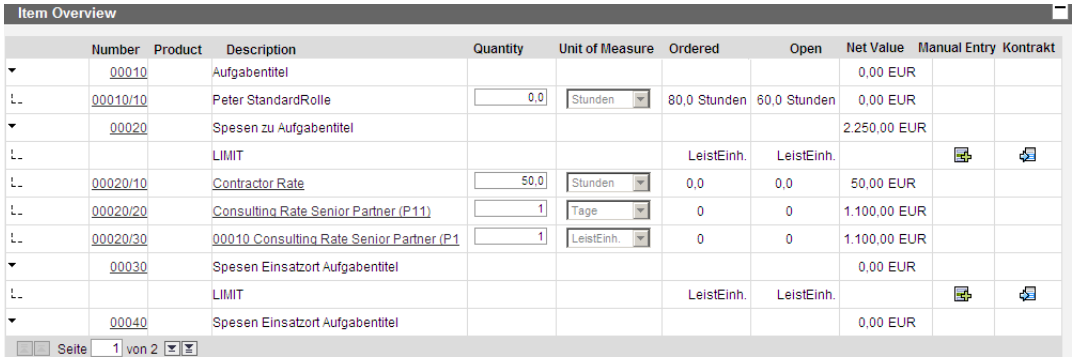
Figure 50: Selection of items in the contract catalog and their transfer into the shopping cart.

The selected services can be transferred directly in the service entry sheet. To do this, please click on the button "transfer directly" (transfer directly)in the head of the contract catalog.
Do you want to look at the selected positions and correct them, please click on the "ShoppingCart"-icon (Count of items 3 ShoppingCart Value 5.780,00 EUR)in the head of the contract catalog. Shopping cart will be opened in edit mode. Once the details have been checked and corrected, you can transfer the positions in the service entry sheet via the "transfer Shopping Cart".

Figure 51: Edit mode of the shopping cart in the contract catalog.

The transferred services are now shown in the service entry sheet.

Using the button "close Contract Catalog" you can return to the service entry sheet every time without transfer the positions.

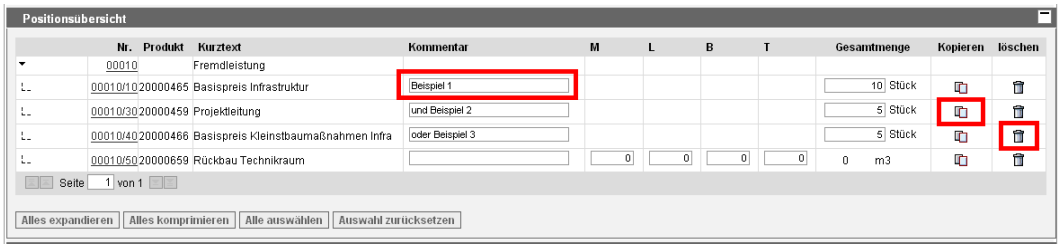

Item Overview
Number Product Description Quantity Unit of Measure Ordered Open Net Value Manual Entry Kontrakt
00010 Aufgabentitel 0,00 EUR
00010/10 Peter StandardRolle 0,0 Stunden 80,0 Stunden 60,0 Stunden 0,00 EUR
00020 Spesen zu Aufgabentitel 2.250,00 EUR
LIMIT LeistEinh. LeistEinh.
00020/10 Contractor Rate 50,0 Stunden 0,0 0,0 50,00 EUR
00020/20 Consulting Rate Senior Partner (P11) 1 Tage 0 0 1.100,00 EUR
00020/30 00010 Consulting Rate Senior Partner (P1 1 LeistEinh. 0 0 1.100,00 EUR
00030 Spesen Einsatzort Aufgabentitel 0,00 EUR
LIMIT LeistEinh. LeistEinh.
00040 Spesen Einsatzort Aufgabentitel 0,00 EUR
Seite 1 von 2
Figure 52: Display positions of the contract catalog in the service entry.

Please note if you enter negative services in the service entry the net value of the service entry should be positive.

In particular cases (processes) the editable column is only the "Quantity", i.e. all other fields incl. "Unit of Measure" should remain unchanged.

Further the following functions for call center and construction services are provided:

- Ability to enter a comment for each service position
- The function button to copy from the service lines for the service entry.
- The function button for deleting unneeded service lines.
- Enter of formula values (length x width x height) in the item overview.


Positionsübersicht
Nr. Produkt Kurztext Kommentar M L B T Gesamtmenge Kopieren löschen
00010 Fremdleistung
00010/10 20000465 Basispreis Infrastruktur Beispiel 1 10 Stück
00010/30 20000459 Projektleitung und Beispiel 2 5 Stück
00010/40 20000466 Basispreis Kleinstbaumaßnahmen Infra oder Beispiel 3 5 Stück
00010/50 20000659 Rückbau Technikraum 0 0 0 0 0 m3
Seite 1 von 1
Alles expandieren
Alles komprimieren
Alle auswählen
Auswahl zurücksetzen
Figure 53:Functions in the item overview for service entries of construction services.

8.2.2.3 Messages

You can enter messages for the requestor here.

Figure 54: Displaying messages.

After entering the relevant message in the "Message to Customer" field, please click the "Save Text" button to save the message that you entered.

8.2.2.4 Attachments

To every service entry attachments has to be assigned. The type of document you should upload here depends on the process guidelines. The examples of attachments:

a) time sheet
b) pro forma invoices

You will find the templates for the time sheet under "Documents" in the "Service Entries" area. The relevant procurement professional can inform you about the template that you have to use for this.

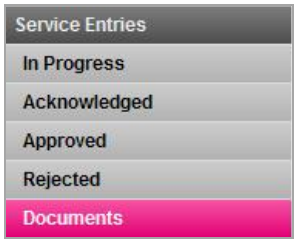


Figure 55: Templates for service entries.

After completing the correct template you have to attach it to the service entry. To do so, please click the "Add Attachment" button.

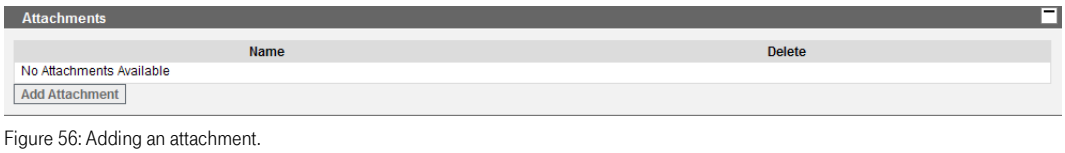


Figure 56: Adding an attachment.

You now get access to the "Search" button. Click this to select the document on your hard drive.

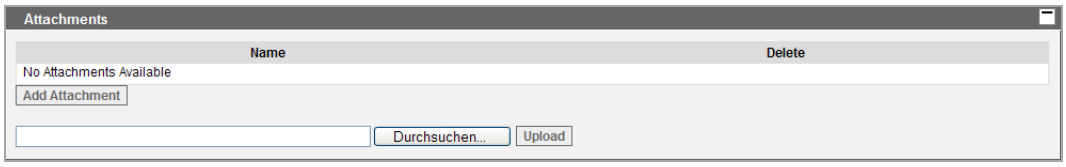


Figure 57: Search the hard drive for the attachment.

After selecting the relevant file please click the "Upload" button to add the document to the service entry.

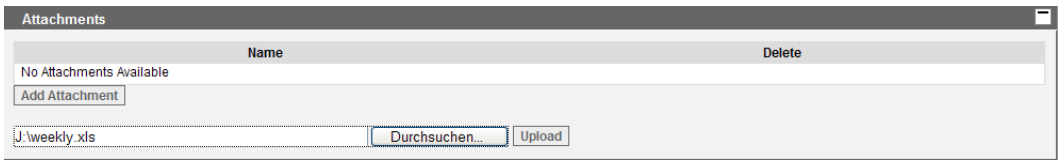


Figure 58: Uploading the attachment.

You can also upload additional documents.

Please ensure that you have recorded all of the services and attached all of the necessary documents.

8.2.3 Sending the service entry

After entering all of the necessary data the service entry has to be sent. To do so, please click the "Send Service Entry" button.

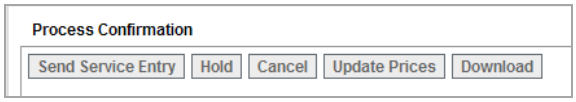


Figure 59: Sending the service entry.

You have the following alternative options for this:

- Hold: You can save the service entry for later processing.
- Cancel: By pressing this button you delete all of the service entries and go back to the read mode for the purchase order.
- Update prices: When you click on this button all of the calculations for the service entry are carried out again.
- Print: You have the option of printing the service entry.
- Download: Click this button to save the service entry on your computer.

8.2.4 Display service entries

By clicking on the "Order Receipts" tab and "Service Entries" you navigate to the so-called "Order cockpit".

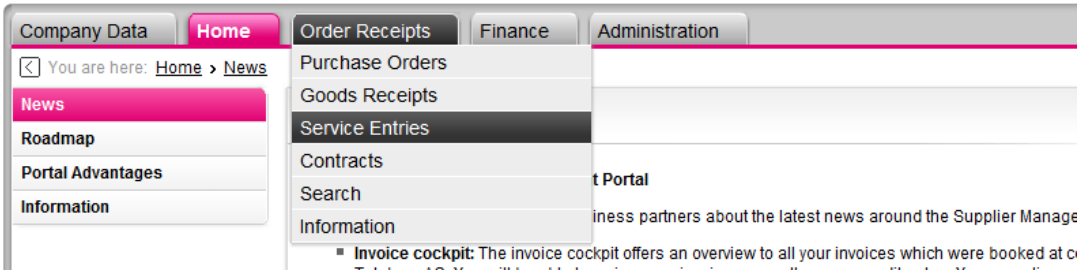


Figure 60: Opening the "Service Entries" menu.

Service entries with a different status can be displayed via the left navigation bar. The status may be: "In Progress", "Acknowledged", "Approved" and "Rejected".

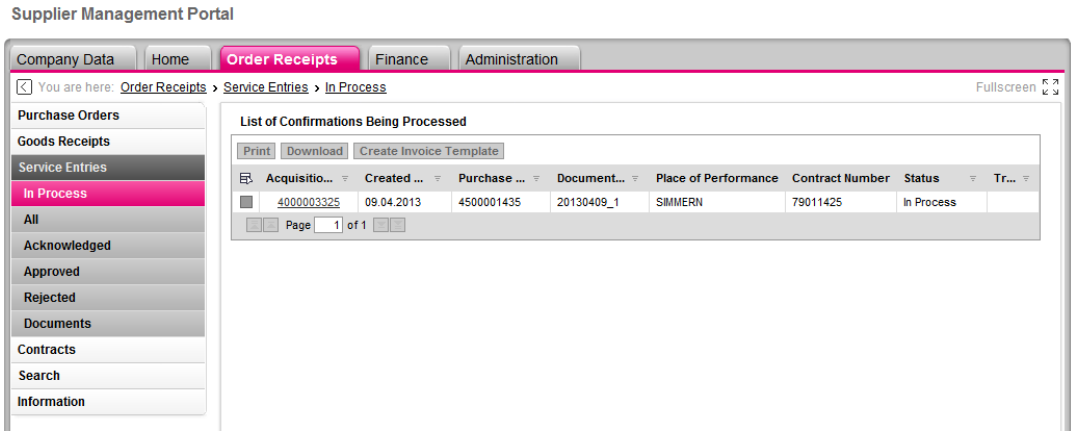


Figure 61: Service entries display depiction.

You can choose from the following statuses:

- In Progress: If a service entry is being processed, i.e., the buttons "Process" and then "Note" are selected, the status of this service entry is set to " In Progress".
- Acknowledged: Should a service entry to be sent to the responsible purchaser, please press the "Send Service Entry" button. The status of this service entry is set to "Acknowledged".
- Approved: The service entry is approved by the purchaser. You, the supplier, receive an e-Mail with notification about the approval of service entry. The status of this service entry is set to "Approved".
- Rejected: The service entry is rejected by the purchaser. You, the supplier, receive an e-Mail with notification about the rejection of service entry. The status of this service entry is set to "Rejected".

When you click on the document number for the service entry, it opens in the display mode ("Display Service Entry ").

8.3 Contracts

By clicking on the "Order Receipts" tab and "Contracts" you navigate to contracts.

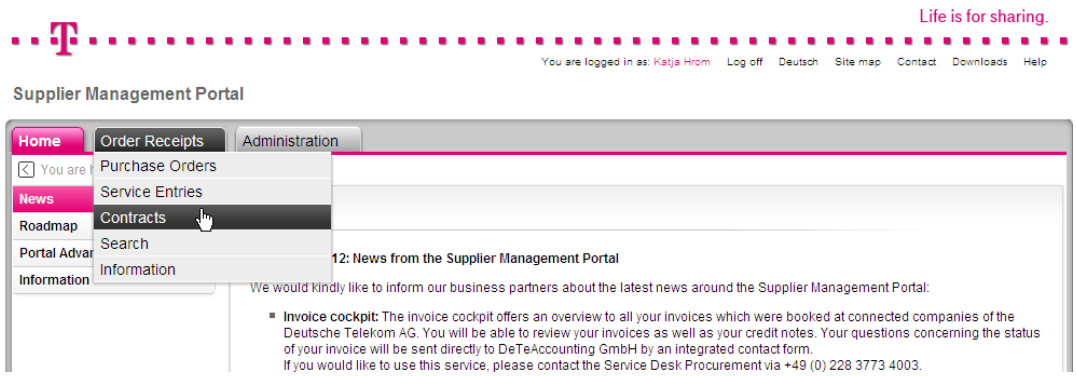

Life is for sharing.
You are logged in as: Katja Hrom
Log off
Deutsch
Site map
Contact
Downloads
Help
Supplier Management Portal
Home
Order Receipts
Administration
Purchase Orders
Service Entries
Contracts
Search
Information
News
Roadmap
Information
12: News from the Supplier Management Portal
We would kindly like to inform our business partners about the latest news around the Supplier Management Portal:
Invoice cockpit: The invoice cockpit offers an overview to all your invoices which were booked at connected companies of the Deutsche Telekom AG. You will be able to review your invoices as well as your credit notes. Your questions concerning the status of your invoice will be sent directly to DeTeAccounting GmbH by an integrated contact form.
If you would like to use this service, please contact the Service Desk Procurement via +49 (0) 228 3773 4003.

Figure 62:Opening the "Contracts" menu.

Here there is the opportunity to view contracts on the respective status. Contracts with a different status can be displayed via the left navigation bar. The status may be: "New", "Changed", "Confirmed" and “Canceled".

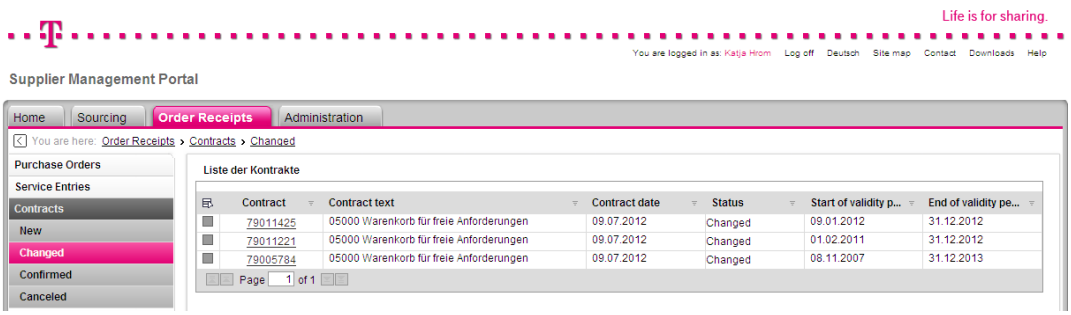


Figure 63: Contract display depiction.

You can choose from the following statuses:

- New: Filtered by the "New" status, all newly entered contracts are displayed.
- Changed: If a value on a newly received contract is modified by Deutsche Telekom AG the status of this contract is set to "Changed".
- Confirmed: If a newly received contract is confirmed, the status of this purchase order is set to " Confirmed".
- Canceled: there is the option for Deutsche Telekom AG to completely cancel the contract. In such cases the status of the contract is set to "Canceled".

When you click on the contract number, it opens in the display mode ("Display Contract").

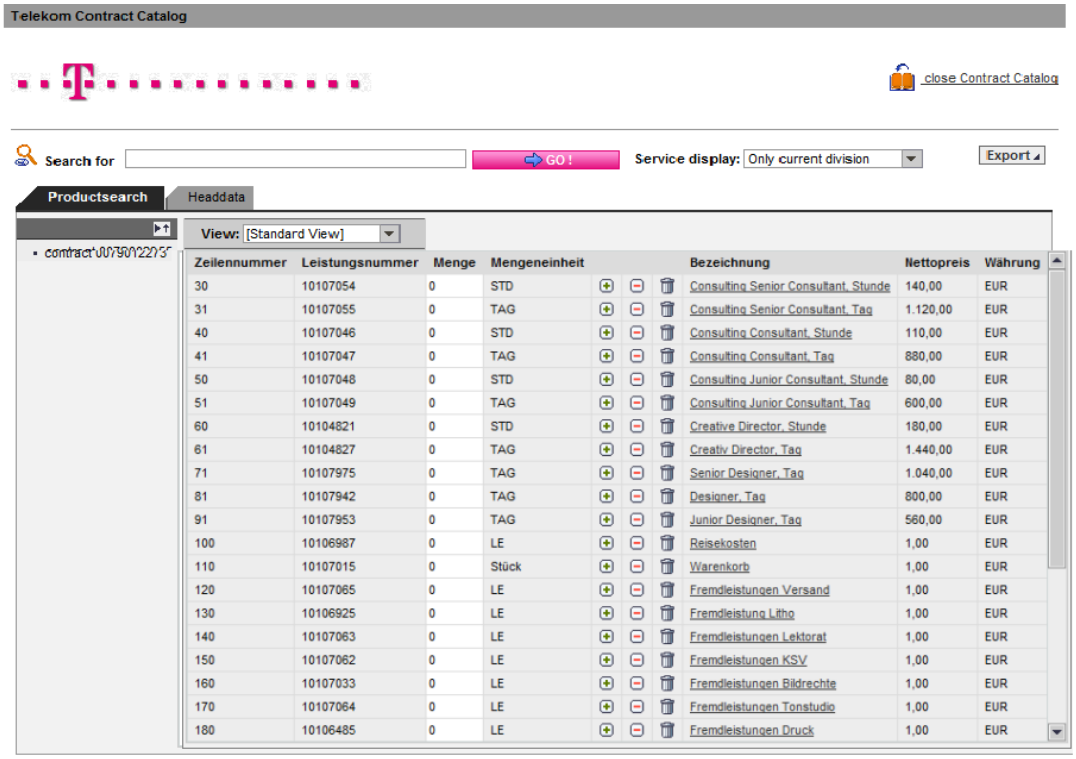

Telekom Contract Catalog
close Contract Catalog
Search for
GO !
Service display: Only current division
Export
Productsearch
Headdata
View: [Standard View]
Zeilennummer
Leistungsnummer
Menge
Mengeneinheit
Bezeichnung
Nettopreis
Währung
30 10107054 0 STD Consulting Senior Consultant, Stunde 140,00 EUR
31 10107055 0 TAG Consulting Senior Consultant, Tag 1.120,00 EUR
40 10107046 0 STD Consulting Consultant, Stunde 110,00 EUR
41 10107047 0 TAG Consulting Consultant, Tag 880,00 EUR
50 10107048 0 STD Consulting Junior Consultant, Stunde 80,00 EUR
51 10107049 0 TAG Consulting Junior Consultant, Tag 600,00 EUR
60 10104821 0 STD Creative Director, Stunde 180,00 EUR
61 10104827 0 TAG Creativ Director, Tag 1.440,00 EUR
71 10107975 0 TAG Senior Designer, Tag 1.040,00 EUR
81 10107942 0 TAG Designer, Tag 800,00 EUR
91 10107953 0 TAG Junior Designer, Tag 560,00 EUR
100 10106987 0 LE Reisekosten 1,00 EUR
110 10107015 0 Stück Warenkorb 1,00 EUR
120 10107065 0 LE Fremdleistungen Versand 1,00 EUR
130 10106925 0 LE Fremdleistung Litho 1,00 EUR
140 10107063 0 LE Fremdleistungen Lektorat 1,00 EUR
150 10107062 0 LE Fremdleistungen KSV 1,00 EUR
160 10107033 0 LE Fremdleistungen Bildrechte 1,00 EUR
170 10107064 0 LE Fremdleistungen Tonstudio 1,00 EUR
180 10106485 0 LE Fremdleistungen Druck 1,00 EUR

Figure 64: Display contract.

To use a contract for the transfer of services into service entry sheet, you should confirm it. You can confirm a contract in the state "New" or "Modified". As a supplier, you will receive an email with the information about new or modified contracts.

Please click on the contract number. In the new window, please press the button"confirm" to confirm the contract.

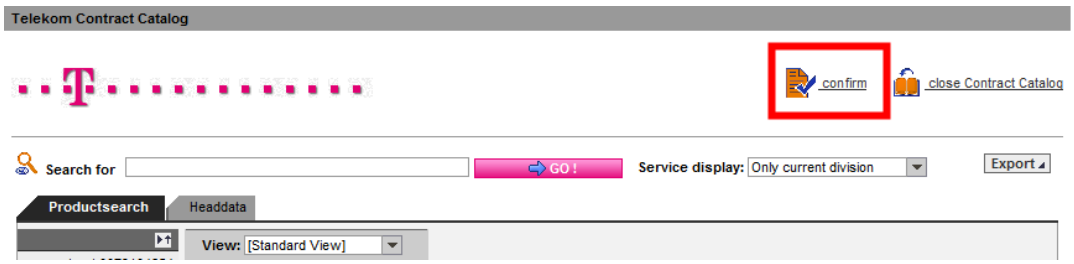


Figure 65: Confirmation of a contract.

The status of this contract is now set to "Confirmed".

Via the “Export” function you are able to download a service specifications as an excel sheet.

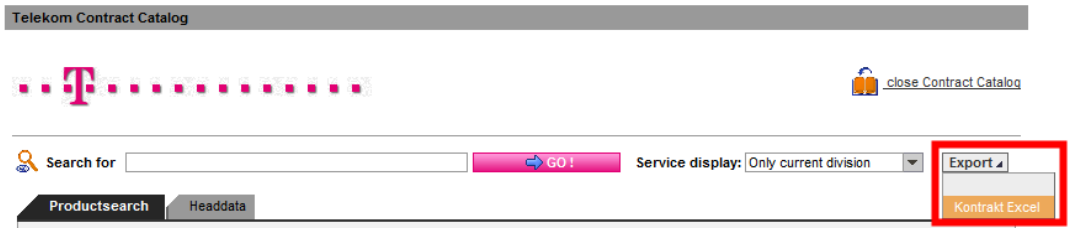


Figure 66: Export service specifications.

8.4 Search

Various documents, e.g., purchase orders, can be searched via the document search. The following figure shows the search for a purchase order.

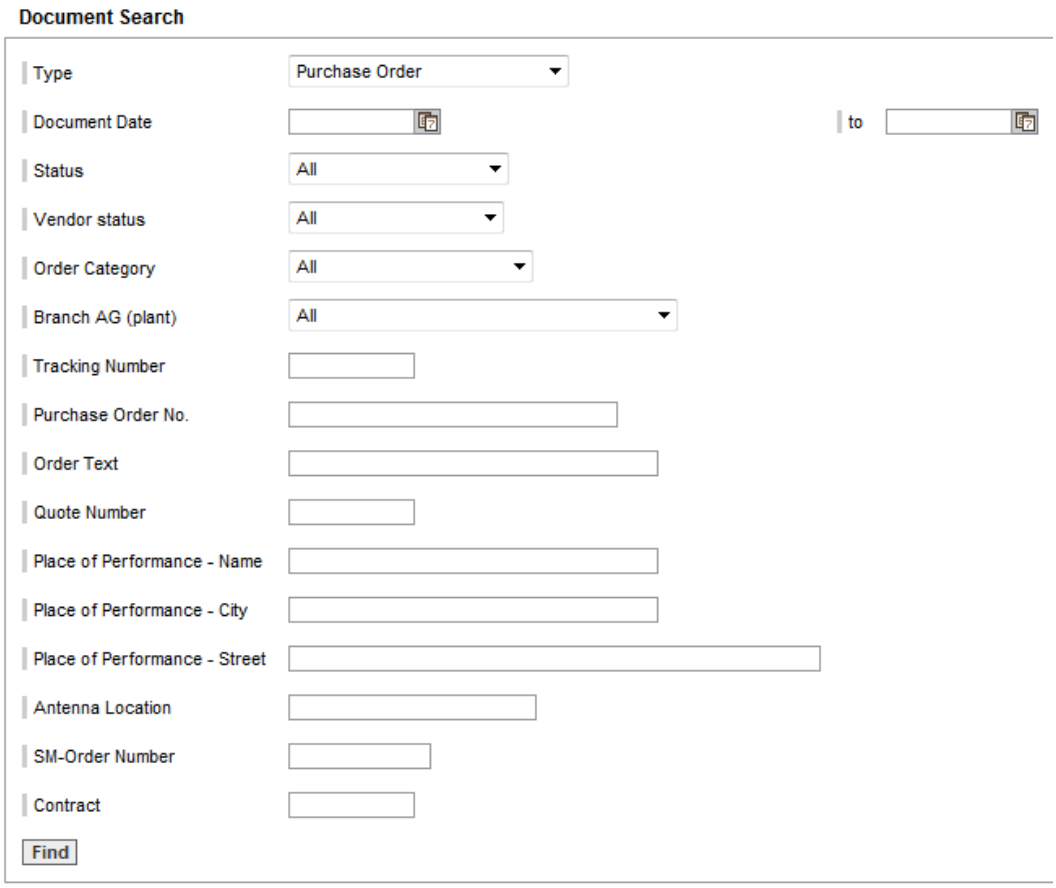


Figure 67: Document search in the "Order Receipts" tab.

You can enter the following information when searching for a document:

- Type: Please enter the document type that you are searching for via the "Type" drop-down menu. The choices are "Purchase Order", "Service Entry", "Goods Receipt", "Contract", “Payment status: all documents”, “Invoice Template” or "Transferred invoices".
- Document Date ... till: You can limit the search to a particular period using dates. All of the purchase orders generated in this period are displayed.
- Status: You can select the status that should be on the desired document. Different statuses can be selected depending on the choice of document type.
- Order Category: You can search for call-off orders or for individual purchase orders.
- Branch AG (plant): Please select the plant for purchase order.
- Tracking Number: If known, you can enter the tracking number here.
- Purchase Order No.: If known, you can enter the purchase order number here.
- Order text: If known, you can enter the document name here.
- Quote number: If known, you can enter the quote number here.
- Place of Performance - Name: If known, you can enter the Place of Performance name.
- Place of Performance - City: If known, you can enter the Place of Performance city.
- Place of Performance - Street: If known, you can enter the Place of Performance street.
- Antenna Location: If known, you can enter the Antenna Location here.
- SM-Order Number: If known, you can enter the SM-Order Number here.
- Contract: If known, you can enter the Contract here.
- Acquisition number: If you search for the "Service Entry" document type another search criterion "Acquisition Number" is displayed. You can search directly for the relevant service entry here.
- Contract number: If you search for the "Service Entry" or "Contract" document type another search criterion "Contract Number" is displayed. You can search directly for the relevant contract here.
- Contract display: If you search for the "Contract" document type another search criterion "Contract display " is displayed. You can search directly for the relevant contract here. You can limit the search to a particular period using the drop-down menu. The choices are "All", "Current", "Future" or "Past".

Once you have completed the fields to search for the desired document, please click on "Find". This opens the following window.

List of Purchase Orders

Purch.Ord.	Order Text	Quote Number	Contract	Antenna Location	SM-Order Number	Total Value	Status	Document Date	Delivery Date
4205004808	Fremdleistung		79010726		200004223	22.220,00 EUR	Confirmed	29.11.2013	29.11.2013
4205004806	Fremdleistung		79010726		200004222	22.220,00 EUR	Confirmed	29.11.2013	29.11.2013
4205004804	Fremdleistung		79010726		200004221	22.220,00 EUR	Confirmed	29.11.2013	29.11.2013
4205004800	Fremdleistung		79010726		200004220	22.220,00 EUR	Confirmed	29.11.2013	29.11.2013
4205004798	Fremdleistung		79010726		200004219	22.220,00 EUR	Confirmed	29.11.2013	29.11.2013
4205004794	Fremdleistung		79010726		200004217	22.220,00 EUR	Confirmed	29.11.2013	29.11.2013
4205004792	Fremdleistung		79010726		200004216	22.220,00 EUR	Confirmed	29.11.2013	29.11.2013
4205004790	Fremdleistung		79010726		200004215	22.220,00 EUR	Confirmed	29.11.2013	29.11.2013
4205004786	Fremdleistung		79010726		200004214	22.220,00 EUR	Confirmed	28.11.2013	28.11.2013
4205004784	Fremdleistung		79010726		200004213	22.220,00 EUR	Confirmed	28.11.2013	28.11.2013
4205004783	Halteschelle	ANGEBOT987		Antenne 1	200004425	99.800,00 EUR	New	28.11.2013	11.11.2013
4205004753	Fremdleistung		79010726	HY0320	200004153	2.222,00 EUR	New	27.11.2013	27.11.2013
4205004739	Halteschelle	ANGEBOT123		Ablade 1	200004425	199.600,00 EUR	New	26.11.2013	11.11.2013
4205004738	Fremdleistung		79010726	HY0320	200004131	2.222,00 EUR	New	26.11.2013	26.11.2013
4205004736	Fremdleistung		79010726	HY0320	200004129	2.222,00 EUR	New	26.11.2013	26.11.2013
4205004732	Halteschelle	ANGEBOT123		Ablade 1	200004425	99.800,00 EUR	New	26.11.2013	11.11.2013
4205004734	Fremdleistung		79010726	HY0320	200004127	2.222,00 EUR	New	26.11.2013	26.11.2013
4205004727	Fremdleistung		79010726		200004099	333,30 EUR	New	25.11.2013	25.11.2013
4205004720	Fremdleistung:		79010726		200003687	1.500,00 EUR	New	25.11.2013	15.10.2013
4205004628	Fremdleistung Aufbau Antenne		79010726		200003857	2.222,00 EUR	New	21.11.2013	14.11.2013

Page 1 of 23

Figure 68: Display the list of purchase orders in the document search.

Note: Depending on the several supplier, maybe the columns which displayed in the dynamic search are different.

The desired purchase order opens when you click the document number.

8.5 Information

In this area you find instructions for the functions carried out in the "Order Receipts" tab.

9 "FINANCE" TAB

The Supplier Management Portal (SMP) offers you, the supplier, the possibility of viewing the payment status of your financial documents (Service "Invoice cockpit"). Also there is an opportunity to create invoices in the portal and send them electronically to the Deutsche Telekom (Service "eInvoice"). The prerequisite is you have activated these services. With "eInvoice" you get access to the Service "Invoice cockpit" as well.

9.1 Fundamental

By clicking on the "Finance" tab the following window opens:

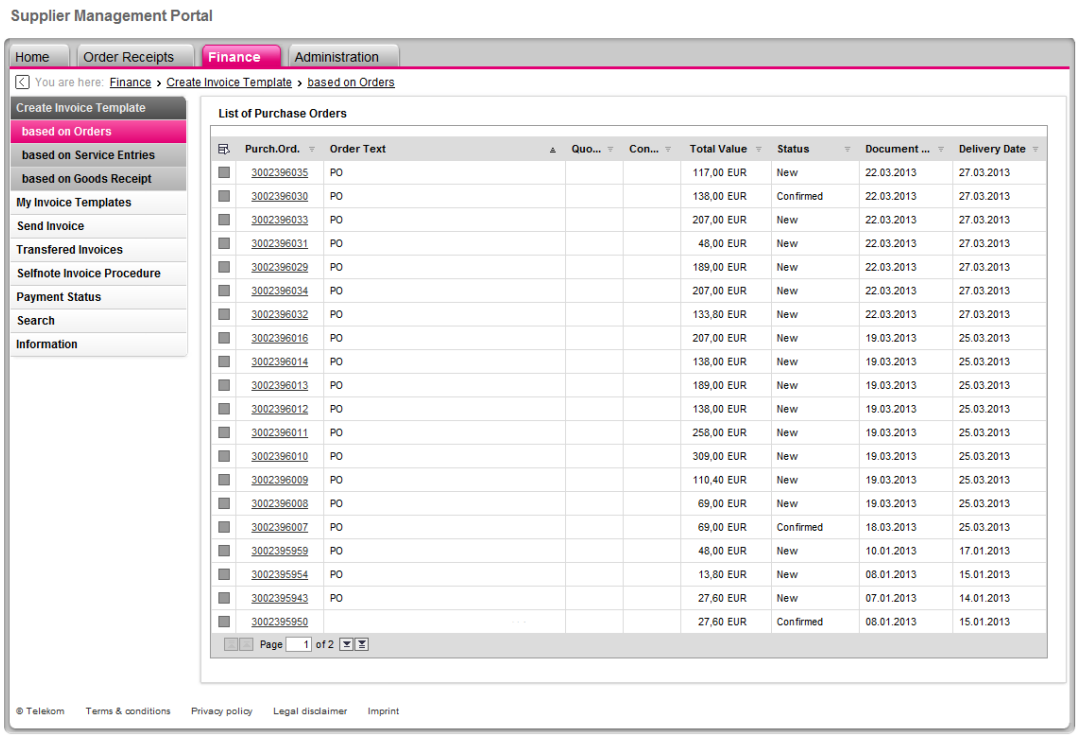


Figure 69: Displaying the "Finance" tab.

The following functions are available:

- Create Invoice Template (Service "eInvoice")
  - based on Orders
  - based on Service Entries
  - based on Goods Receipt
- My Invoice Templates (Service "eInvoice")
- Send Invoice (Service "eInvoice")
- Transferred Invoices (Service "eInvoice")
- Selfnote Invoice Procedure (Service "Invoice Cockpit")
- Payment Status (Service "Invoice Cockpit")
- Search (Service "Invoice Cockpit")
- Information (Service "Invoice Cockpit")

9.2 Service eInvoice

9.2.1 Fundamental

With the service "eInvoice" you are able to create an invoice template in the SMP and via an intermediate step (reallocation term "invoice" should be done in your own IT-system due legal

requirements) send the invoice electronically to the Deutsche Telekom. Furthermore, the “eInvoice” service provides you an overview of all invoice templates and invoices you have created and uploaded.

9.2.2 Create Invoice template

There are two options available:

- Create an invoice template based on orders.

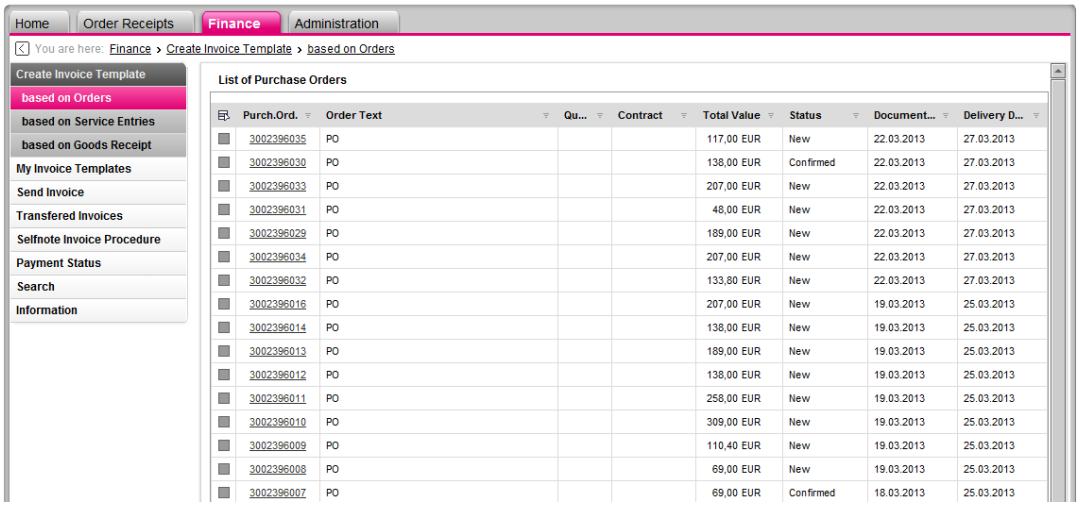


Figure 70: View “Create invoice template based on orders”.

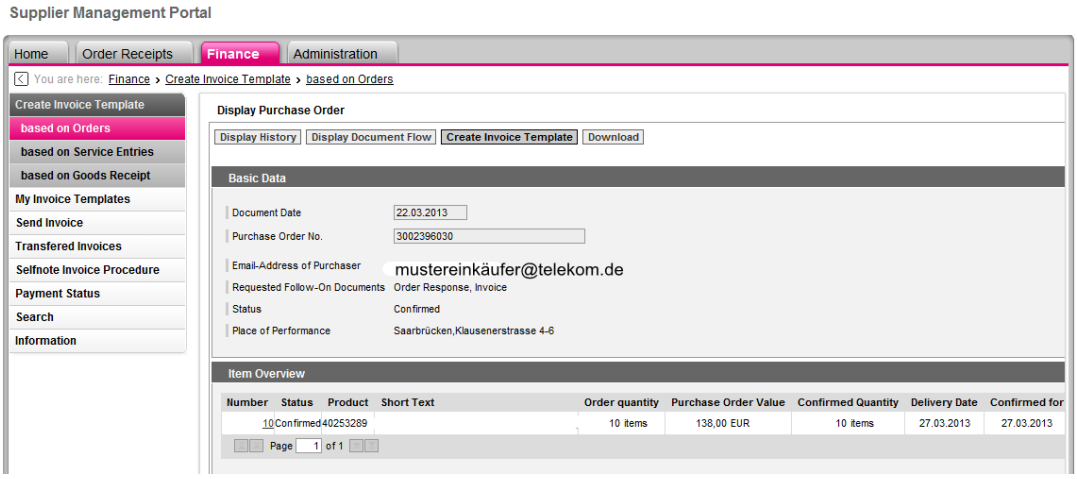


Figure 71: Function „Create Invoice Template“ based on orders.

Using this method you are able to create an invoice template which contains all billable services to an order (for example, if there are several goods receipts due to partial deliveries or several service entries).

➢ Create an invoice template based on service entries or goods receipt.

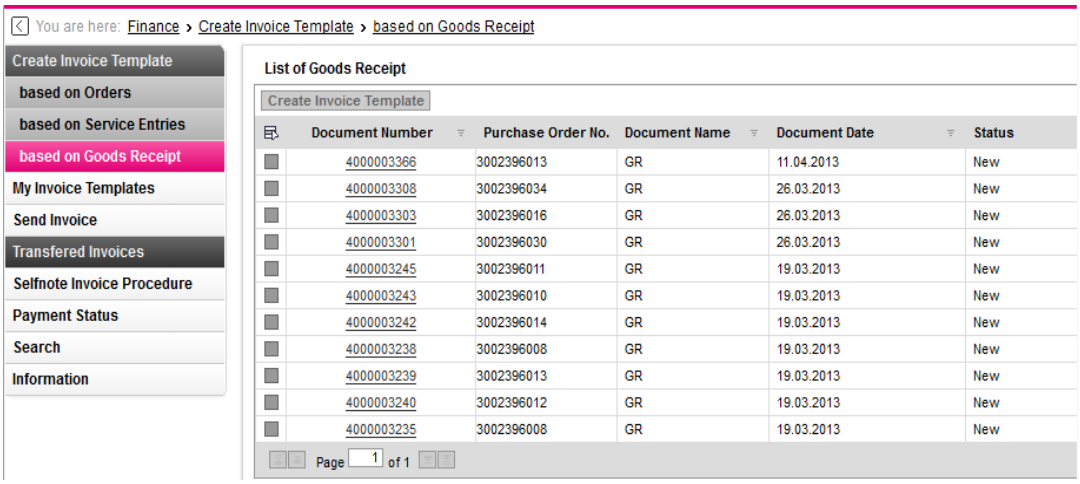


Figure 72: View “Create invoice template based on goods receipt”.

Using this method you are able to create an invoice template which contains only the chosen billable services or goods receipts of an order. A multiple selection of service entries or goods receipts of a same order is possible by clicking on multiple rows.
If you have selected only a goods receipt for a purchase order, you are possibly suggested in a new window more billable goods receipts for the invoice creation

Figure 73: View “More billable goods receipts for purchase orders”.

Select the desired order, service entries or goods receipt and click on the button “Create Invoice Template”. The following window will appear:

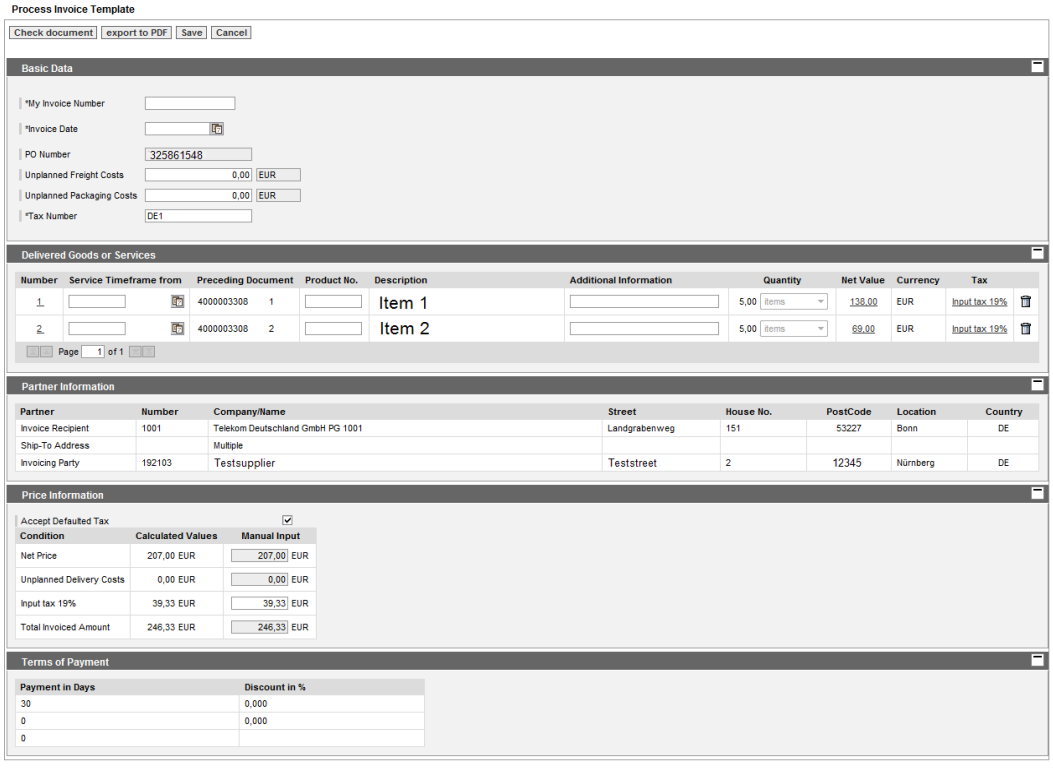


Figure 74: View of the edit mode of the „Invoice Template“.

An invoice template and the following invoice is divided into the following parts:

- Basic Data: in this part you can see the following fields: my invoice number, the invoice date, the purchase order number as well as unplanned freight and packaging costs and your tax number.
- Delivered Goods or Services: the purchase order or service entry items to be settled are described here.
- Partner Information: information about the relevant business partner is described in this section. In detail the partner, for example the invoice recipient or ship-to-address, the identification number as well as the name, address (street, number, post code and location), the telephone and fax numbers and the partner's e-Mail address are displayed.
- Price Information: the net price of the items billed in the invoice, unplanned delivery costs, taxes and the total invoiced amount on are displayed here.
- Terms of Payment: you receive an overview of the payment terms valid for the invoice here.

To create an invoice template, please, fill in the following fields:

- My Invoice Number
- Invoice Date (a date in the future is not allowed)
- PO Number
- Unplanned Freight- or Packaging Costs, if necessary
- Tax Number
- Service Timeframe from
- Service Timeframe until (for services)
- Quantity
- Tax

Your article number and an additional description can be added by you if necessary.

The tax value is pre-calculated by the system. You can accept this value. Otherwise, you have the possibility to change the tax manually by removing the check mark “Accept Default Tax”.

Now you have four possibilities:

- Button “Check document”
  Using this function you can check your entries for completeness and syntactic and update the complete invoice template. You may receive error messages which help you to correct the invoice template.
- Button “export to PDF”
  Using this function you can download the invoice template. After this you cannot change the invoice template anymore. The invoice template is saved under “My Invoice Templates”. If you want to change the invoice template, you have to delete invoice template and create a new one with changed data.
- Button “Hold”
  Using this button you save the invoice template. Later you can edit the saved template. Now the invoice can be found in “My Invoice Templates”.
- Button “Cancel”
  Using this function you cancel the creation of the invoice template. The invoice template is deleted.

9.2.3 My Invoice Templates

By clicking the "My Invoice Templates" tab the following window opens:

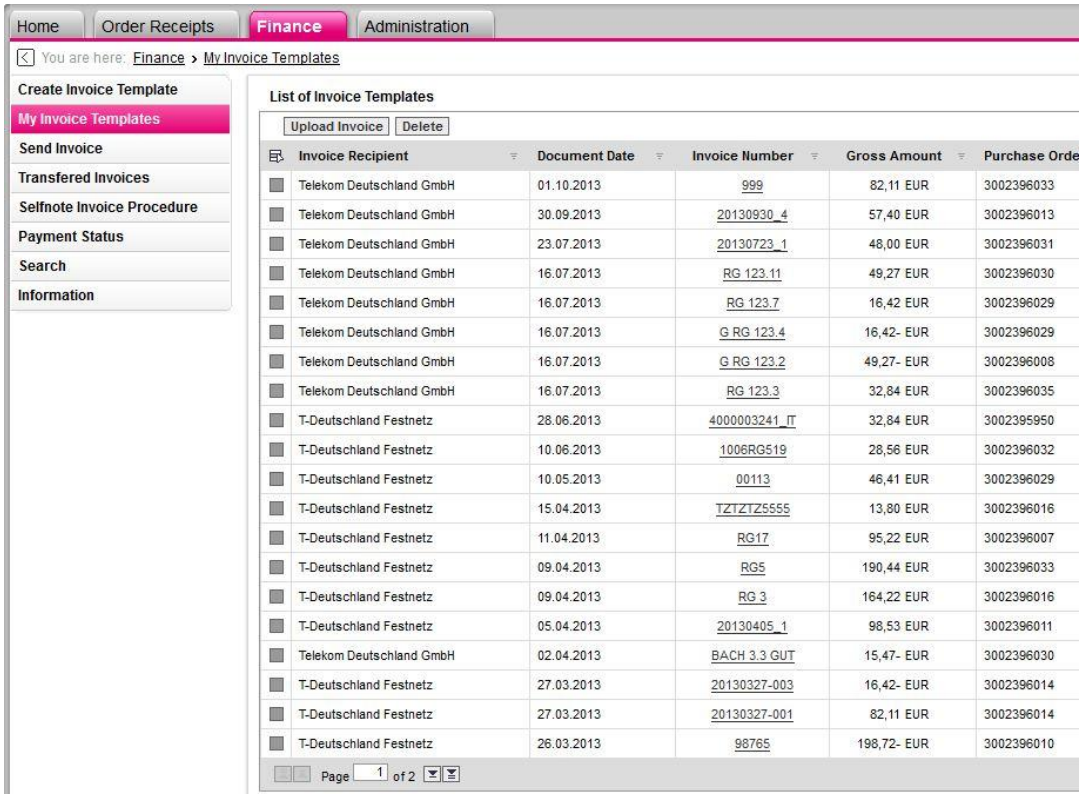

Home
Order Receipts
Finance
Administration
You are here: Finance › My Invoice Templates
Create Invoice Template
My Invoice Templates
Send Invoice
Transfered Invoices
Selfnote Invoice Procedure
Payment Status
Search
Information
List of Invoice Templates
Upload Invoice
Delete
Invoice Recipient
Document Date
Invoice Number
Gross Amount
Purchase Orde
Telekom Deutschland GmbH 01.10.2013 999 82,11 EUR 3002396033
Telekom Deutschland GmbH 30.09.2013 20130930_4 57,40 EUR 3002396013
Telekom Deutschland GmbH 23.07.2013 20130723_1 48,00 EUR 3002396031
Telekom Deutschland GmbH 16.07.2013 RG 123.11 49,27 EUR 3002396030
Telekom Deutschland GmbH 16.07.2013 RG 123.7 16,42 EUR 3002396029
Telekom Deutschland GmbH 16.07.2013 G RG 123.4 16,42- EUR 3002396029
Telekom Deutschland GmbH 16.07.2013 G RG 123.2 49,27- EUR 3002396008
Telekom Deutschland GmbH 16.07.2013 RG 123.3 32,84 EUR 3002396035
T-Deutschland Festnetz 28.06.2013 4000003241_IT 32,84 EUR 3002395950
T-Deutschland Festnetz 10.06.2013 1006RG519 28,56 EUR 3002396032
T-Deutschland Festnetz 10.05.2013 00113 46,41 EUR 3002396029
T-Deutschland Festnetz 15.04.2013 TZTZTZ5555 13,80 EUR 3002396016
T-Deutschland Festnetz 11.04.2013 RG17 95,22 EUR 3002396007
T-Deutschland Festnetz 09.04.2013 RG5 190,44 EUR 3002396033
T-Deutschland Festnetz 09.04.2013 RG 3 164,22 EUR 3002396016
T-Deutschland Festnetz 05.04.2013 20130405_1 98,53 EUR 3002396011
Telekom Deutschland GmbH 02.04.2013 BACH 3.3 GUT 15,47- EUR 3002396030
T-Deutschland Festnetz 27.03.2013 20130327-003 16,42- EUR 3002396014
T-Deutschland Festnetz 27.03.2013 20130327-001 82,11 EUR 3002396014
T-Deutschland Festnetz 26.03.2013 98765 198,72- EUR 3002396010
Page 1 of 2

Figure 75: View “My Invoice Templates”.

Here you can find a list of invoice templates (hold or already exported to PDF), to which no invoices are uploaded. You have the possibility to select or delete the single invoice templates. The button “Upload Invoice” leads to the invoice upload (see 9.2.4 ”Send Invoices“).

By clicking on the different document numbers you can view the single invoice templates.

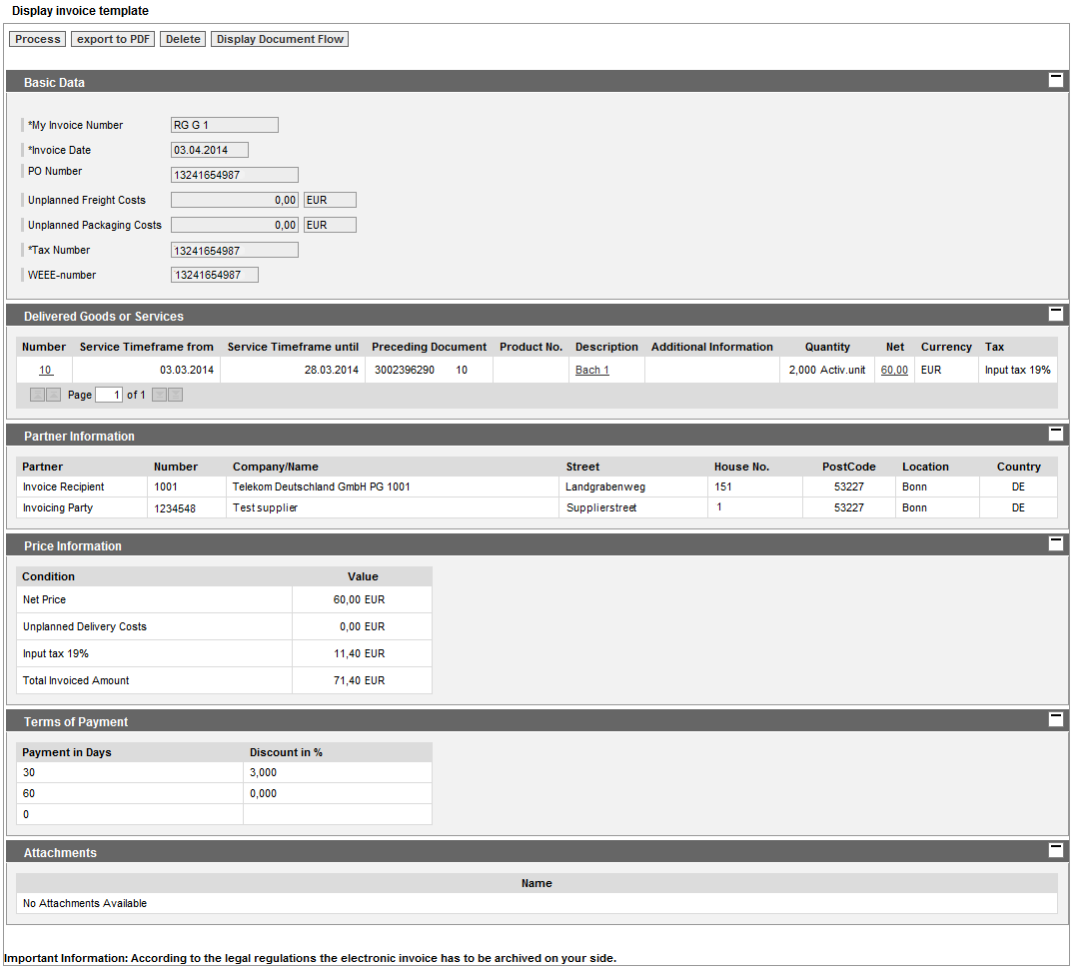

Display invoice template
Process
export to PDF
Delete
Display Document Flow
Basic Data
*My Invoice Number RG G 1
*Invoice Date 03.04.2014
PO Number 13241654987
Unplanned Freight Costs 0,00 EUR
Unplanned Packaging Costs 0,00 EUR
*Tax Number 13241654987
WEEE-number 13241654987
Delivered Goods or Services
Number Service Timeframe from Service Timeframe until Preceding Document Product No. Description Additional Information Quantity Net Currency Tax
10 03.03.2014 28.03.2014 3002396290 10 Bach 1 2,000 Activ.unit 60,00 EUR Input tax 19%
Page 1 of 1
Partner Information
Partner Number Company/Name Street House No. PostCode Location Country
Invoice Recipient 1001 Telekom Deutschland GmbH PG 1001 Landgrabenweg 151 53227 Bonn DE
Invoicing Party 1234548 Test supplier Supplierstreet 1 53227 Bonn DE
Price Information
Condition Value
Net Price 60,00 EUR
Unplanned Delivery Costs 0,00 EUR
Input tax 19% 11,40 EUR
Total Invoiced Amount 71,40 EUR
Terms of Payment
Payment in Days Discount in %
30 3,000
60 0,000
0
Attachments
Name
No Attachments Available
Important Information: According to the legal regulations the electronic invoice has to be archived on your side.

Figure 76: View of an invoice template

Now you can edit (as long as not exported as a PDF), export as PDF or delete it. Furthermore, you can display the document flow for the selected invoice template.

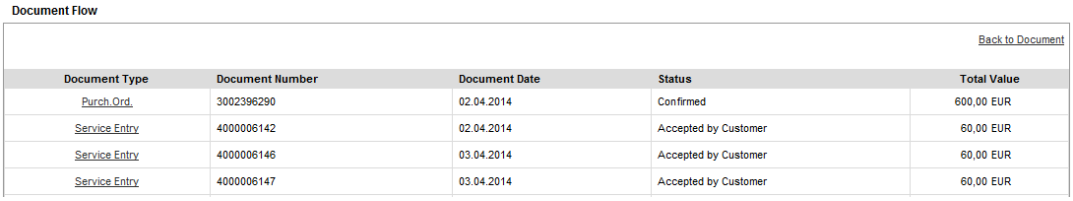

Document Flow
Back to Document
Document Type Document Number Document Date Status Total Value
Purch.Ord. 3002396290 02.04.2014 Confirmed 600,00 EUR
Service Entry 4000006142 02.04.2014 Accepted by Customer 60,00 EUR
Service Entry 4000006146 03.04.2014 Accepted by Customer 60,00 EUR
Service Entry 4000006147 03.04.2014 Accepted by Customer 60,00 EUR

Figure 77: View "Document flow".

The document flow displays all relevant for one purchase order activities and documents including the document number, the document date, the status and the total value of the invoice.

9.2.4 Send Invoices

By clicking on the "Send Invoice" tab the following window opens:

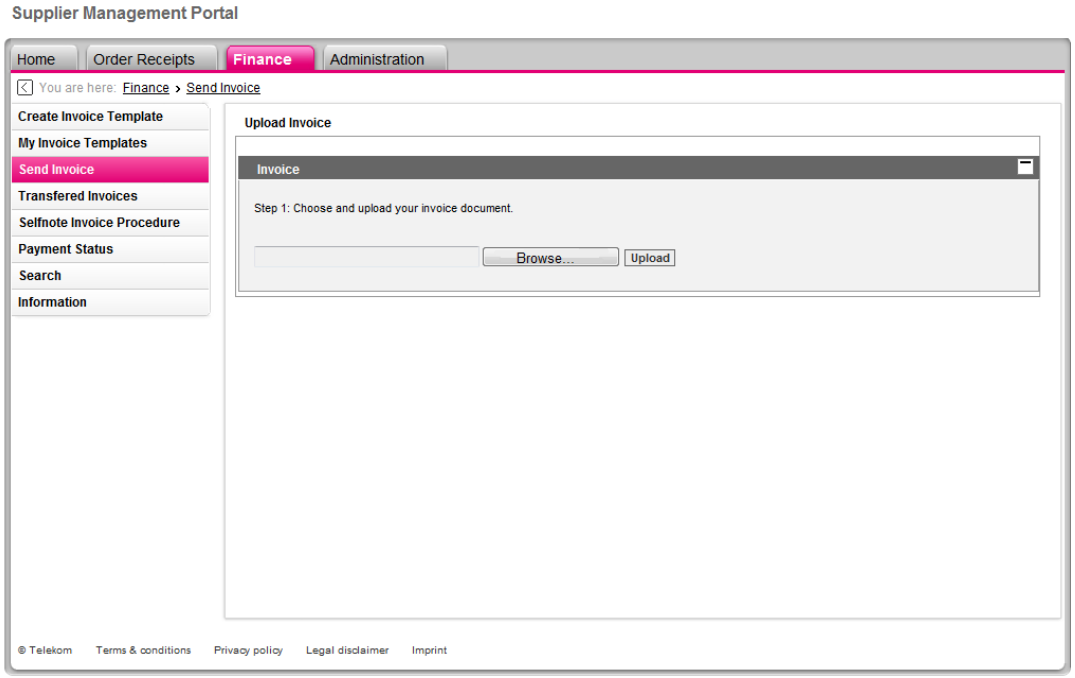


Figure 78: View "Send Invoice".

Using this function you can upload your completed invoices. To do this please choose your document (button "Browse") and upload it (button "Upload").

Please, note before starting the upload:
In the SMP you have created an invoice template and exported it as PDF. To convert it into an invoice, please open the exported PDF and choose the correct label in the drop-down menu. Now your document has the classification "Invoice" and can be uploaded.

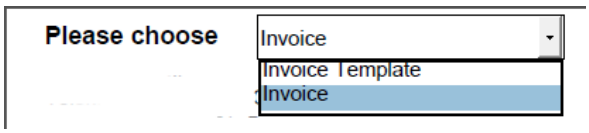


Figure 79: Drop-down menu in the PDF.

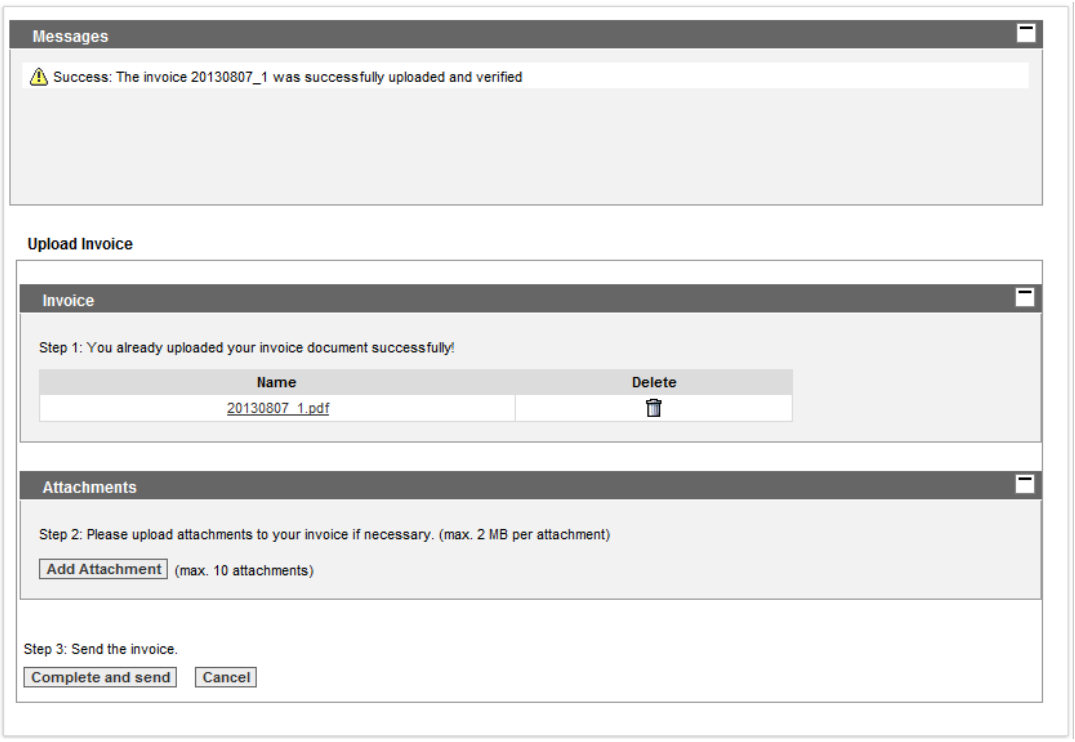


Figure 80: Successfully uploaded and verified invoice.

You receive a message that your invoice was uploaded successfully and you have the opportunity to add attachments. You are able to add 10 attachments overall (max. 2 MB per attachment, no zip files accepted).

After uploading the invoice you can also delete the documents by clicking on the recycle bin.

By clicking on the button “Complete and send” the process is completed. Using the button “Cancel” the process will be cancelled. Now a new invoice can be uploaded.

9.2.5 Transfered Invoices

Under this tab you can find the following picture:

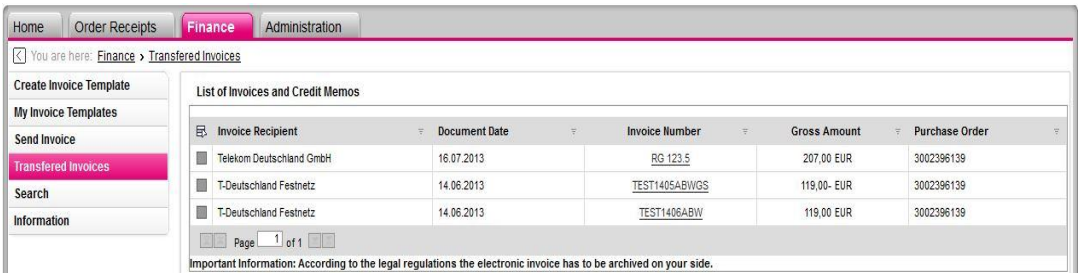


Figure 81: Transferred Invoices.

You can see a list with all sent invoices. By clicking on the invoice number the document is displayed.

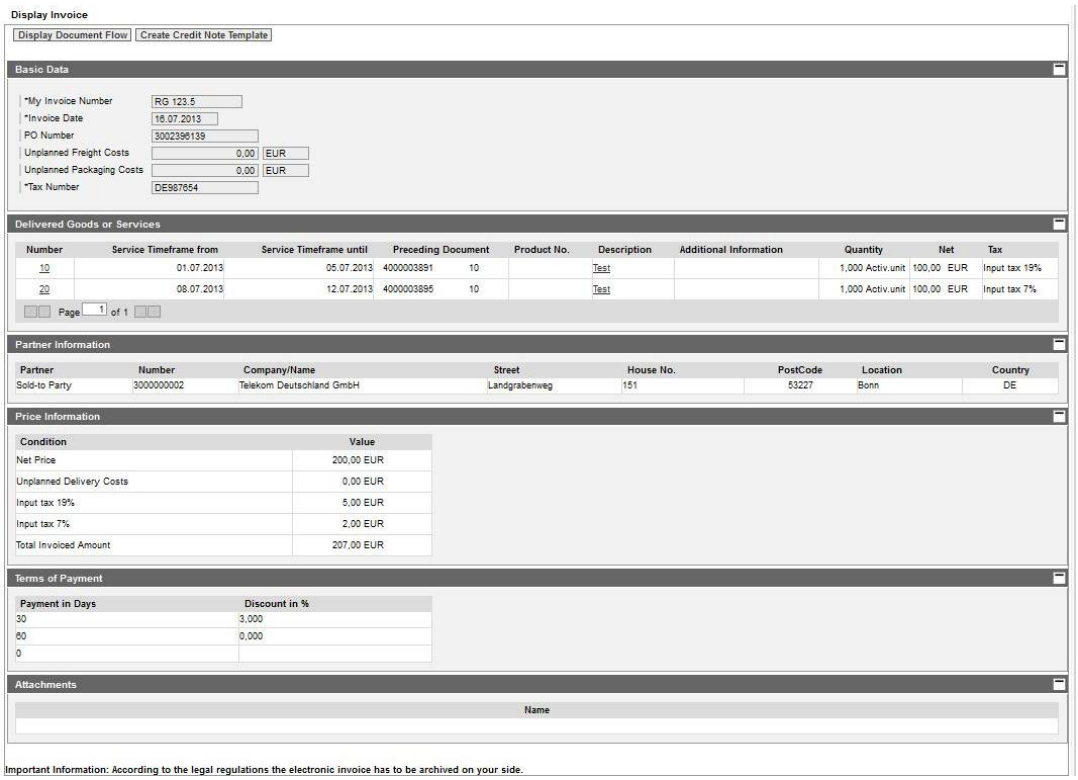

Display Invoice
Display Document Flow
Create Credit Note Template
Basic Data
*My Invoice Number RG 123.5
*Invoice Date 16.07.2013
PO Number 3002396139
Unplanned Freight Costs 0,00 EUR
Unplanned Packaging Costs 0,00 EUR
*Tax Number DE987654
Delivered Goods or Services
Number Service Timeframe from Service Timeframe until Preceding Document Product No. Description Additional Information Quantity Net Tax
10 01.07.2013 05.07.2013 4000003891 10 Test 1,000 Activ.unit 100,00 EUR Input tax 19%
20 08.07.2013 12.07.2013 4000003895 10 Test 1,000 Activ.unit 100,00 EUR Input tax 7%
Page 1 of 1
Partner Information
Partner Number Company/Name Street House No. PostCode Location Country
Sold-to Party 3000000002 Telekom Deutschland GmbH Landgrabenweg 151 53227 Bonn DE
Price Information
Condition Value
Net Price 200,00 EUR
Unplanned Delivery Costs 0,00 EUR
Input tax 19% 5,00 EUR
Input tax 7% 2,00 EUR
Total Invoiced Amount 207,00 EUR
Terms of Payment
Payment in Days Discount in %
30 3,000
60 0,000
0
Attachments
Name
Important Information: According to the legal regulations the electronic invoice has to be archived on your side.

Figure 82: Displayed Invoice.

In contrast to the invoice templates, there you will find an additional field “Attachments”. In this field you can find your uploaded documents as well as the invoice itself and maybe invoice relevant documents.
Please note that the invoices have to be archived according to the legal requirements.

9.3 Credit Notes

If an invoice has to be cancelled or corrected, you have the possibility to create credit note template. You can do this by searching the invoice you want to cancel/correct in “Transferred Invoices” and display it by clicking on the invoice number. Now you can click on the button “Create Credit Note Template” and fill the opened form. This procedure is analogous to the creation of invoice template (see 9.2.2 "Create Invoice template“).

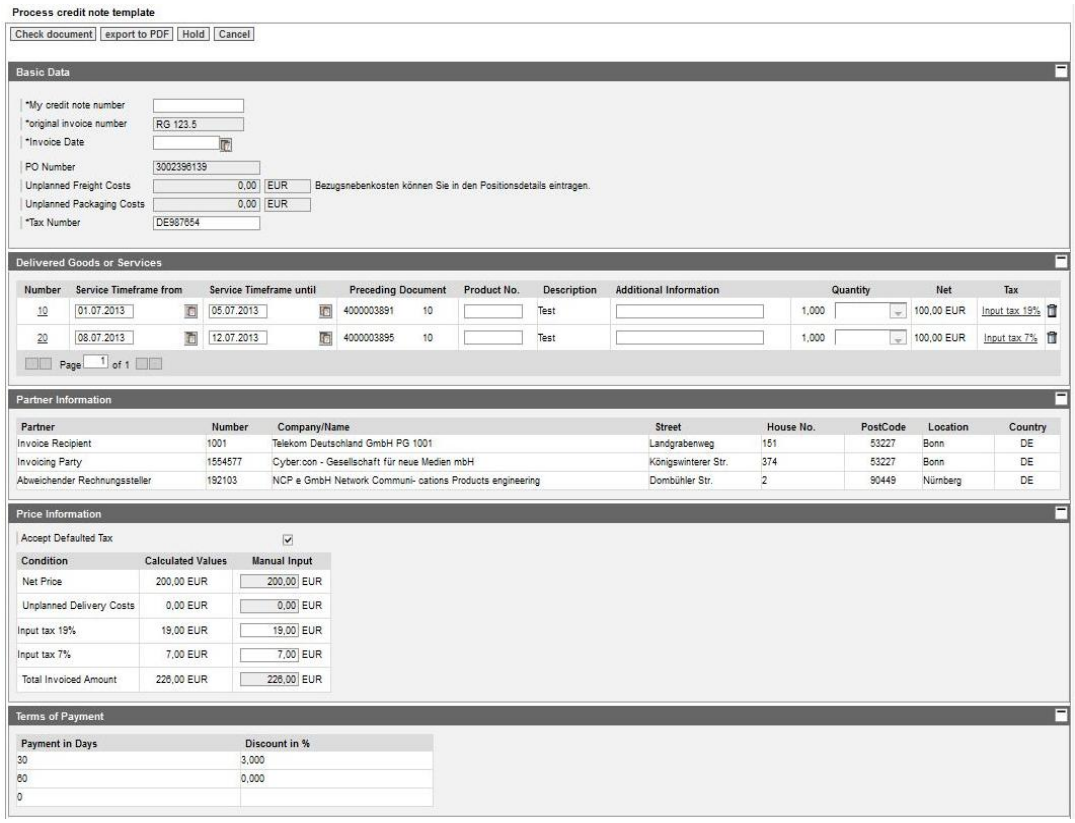


Figure 83: View “Process credit note template”.

In the tabs “My Invoice Templates”, “Transferred Invoices”, as well as in the document flow, these credit documents are displayed with negative signs.

9.4 Invoice Cockpit

9.4.1 Selfnote Invoice Procedure

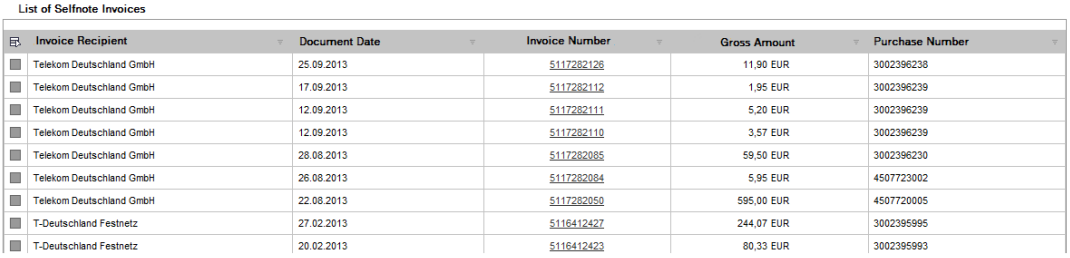


Figure 84: List of Selfnote Invoices.

If you take part in the self-billing procedure, you will find information about the selfnote invoices under “Selfnote Invoice Procedure”.

9.5 Payment Status

9.5.1 Fundamental

Under “Payment Status”, you can find all documents which can be vouchers/evidences of the self-billing procedure, the invoices, the reversals and the correction, you have sent.

By clicking on “Payment Status”, the following window will open:

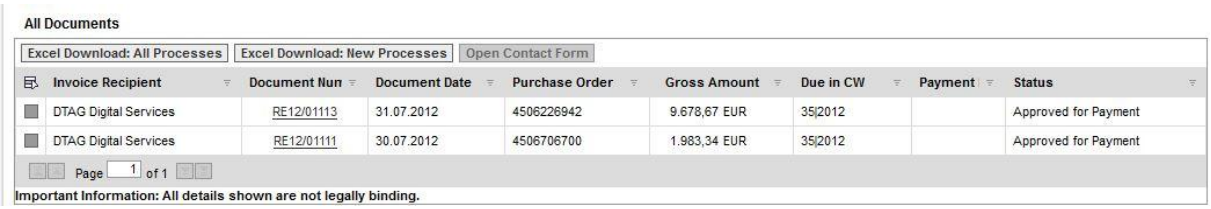


Figure 85: List of the invoices and self-billings in the payment status.

This window shows all invoices and selfnote invoices to your company. By clicking in the document number the invoice is displayed (“Display Invoice”).

9.5.2 Fundamental structure of an invoice

In the following screenshot you can see an invoice/self-billing in detail:

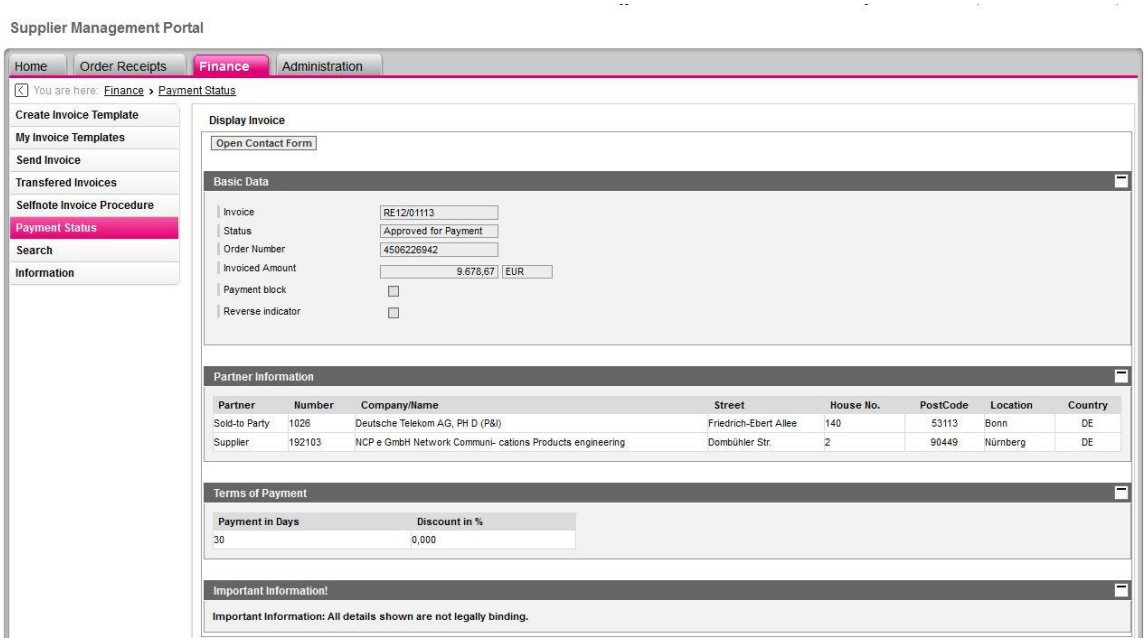


Figure 86: Structure of an invoice.

An invoice consists in the following parts:

- Basic Data: In this part the document number, the status, the order number, the invoiced amount are displayed, whether the payment is blocked and you can also see a reverse indicator.
- Partner Information: Here, information about the certain partners is displayed.
- Terms of payment: This part gives you a quick overview of the terms of the payment.
- Important Information: All details shown are not legally binding.

9.5.3 Comments abouts the status of the invoice

- In Process: The invoice will be reviewed.
- Approved for Payment: The invoice was approved by the customer. The payment is done after the payment terms.
- Balanced: The invoiced amount was transferred for the payment date. If the status is "Balanced" and a payment date isn't specified, it can be cleared item done by self-billing.
- Canceled: These are canceled invoices.

9.6 Search

The following screenshot displays the search for the payment status: all documents (Searching for invoices, reversals ad self-billings in the invoice cockpit).

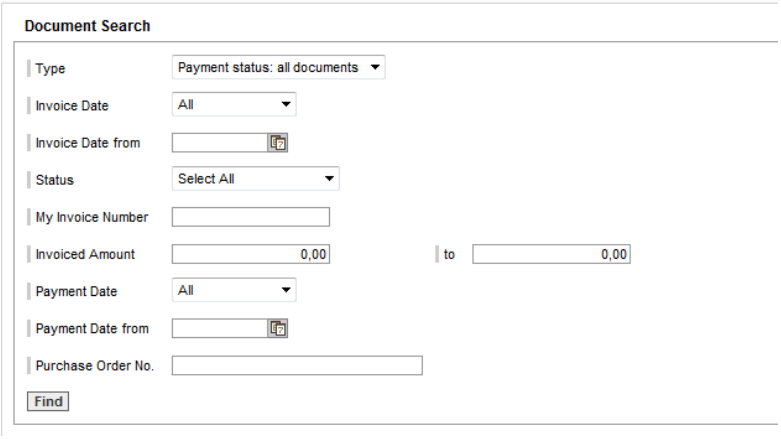


Figure 87: Document Search under the register „Finance".

You can enter the following information searching for a document:

- Type: Please enter the document type that you are searching for via the "Type" drop-down menu. The choices are "Purchase Order", "Service Entry", "Goods Receipt", "Contract", "Payment status: all documents", "Invoice Template" or "Transferred invoices".
- Invoice Date: Please enter the period that you are searching for via the "Invoice Date" drop-down menu. The choices are "All", "Today", "The Last 7 Days", "The Last Month" or " The Last 12 Month ". If you selected "The Last 7 Days" for example, the invoices will be displayed which has the invoice date within the last 7 days. The search criteria "Invoice Date from" will be automatically set to the date 7 days before. The invoice date will be selected automatically by all statuses but for the choice "All".
- Invoice Date from: If the choice of the selection box "invoice date" left uncharged, you could individual enter this search criteria. By entering an individual invoice date all documents will be displayed which are posted since the entered invoice date. Otherwise the invoice date will be selected automatically but for the choice "All".
- Status: You can select the status that should be on the desired document. Depending on the choice of document type different statuses can be selected
- My Invoice Number: If known, you can enter the invoice number of the searched document here (search criteria only possible for invoice templates and invoice uploads).
- Invoiced Amount: If known, you can enter your invoice amount of the searched document or an interval here.

- Payment Date: Please enter the period that you are searching for via the "Payment Date" drop-down menu. The choices are "All", "Today", "The Last 7 Days", "The Last Month" or " The Last 12 Month ". If you selected “The Last 7 Days” for example, the invoices will be displayed which has been payed within the last 7 days. The search criteria “Payment Date from” will be automatically set to the date 7 days before. The payment date will be selected automatically by all statuses except for the choice “All”.
- Payment Date from: If the choice of the selection box “Payment Date” left uncharged, you could individual enter this search criteria. By entering an individual Payment all documents Date will be displayed which are payed since the entered Payment Date. Otherwise the payment date will be selected automatically by all statuses except for the choice “All”.
- Purchase Order No.: If known, you can enter the purchase order number here.

Once you have completed the fields to search for the desired document, please click on "Find". This opens the following window.

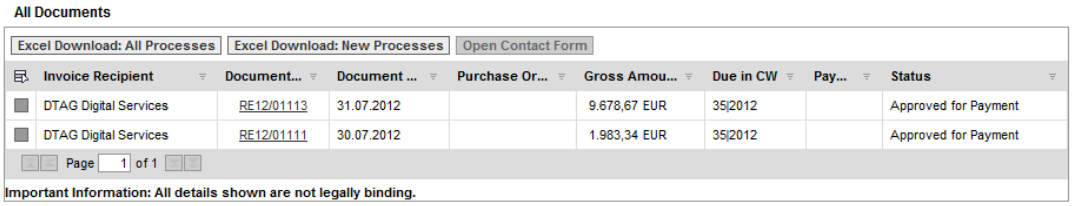


Figure 88: The found purchased orders.

The desired purchase order opens when you click the document number.

Also you have the opportunity to download the Excel-File for all or only for new processes since the last Download.

9.6.1 Questions about the processing status

With the function “Open Contact From”, you have the opportunity to ask questions about the processing status of an invoice per e-mail. The function is found under the tab “Payment Status” or under the detailed view of an invoice (“Display Invoice”). With the “Payment Status”, you are able to ask questions about multiple invoices.

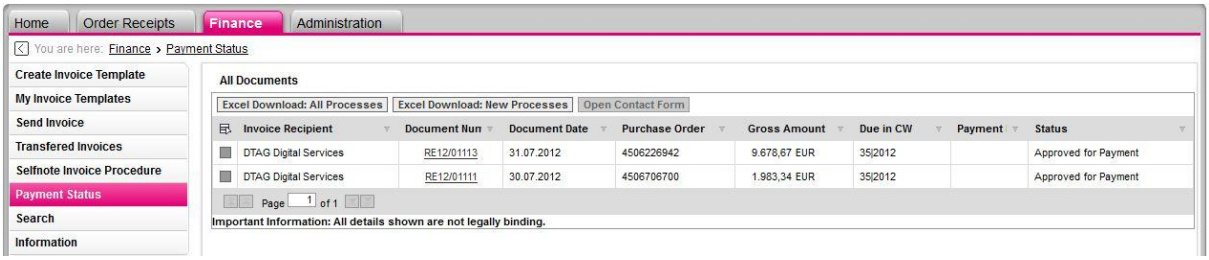


Figure 89: Questions about the processing status: Selection of multiple invoices.

Now you have to click on the button “Open Contact Form”:

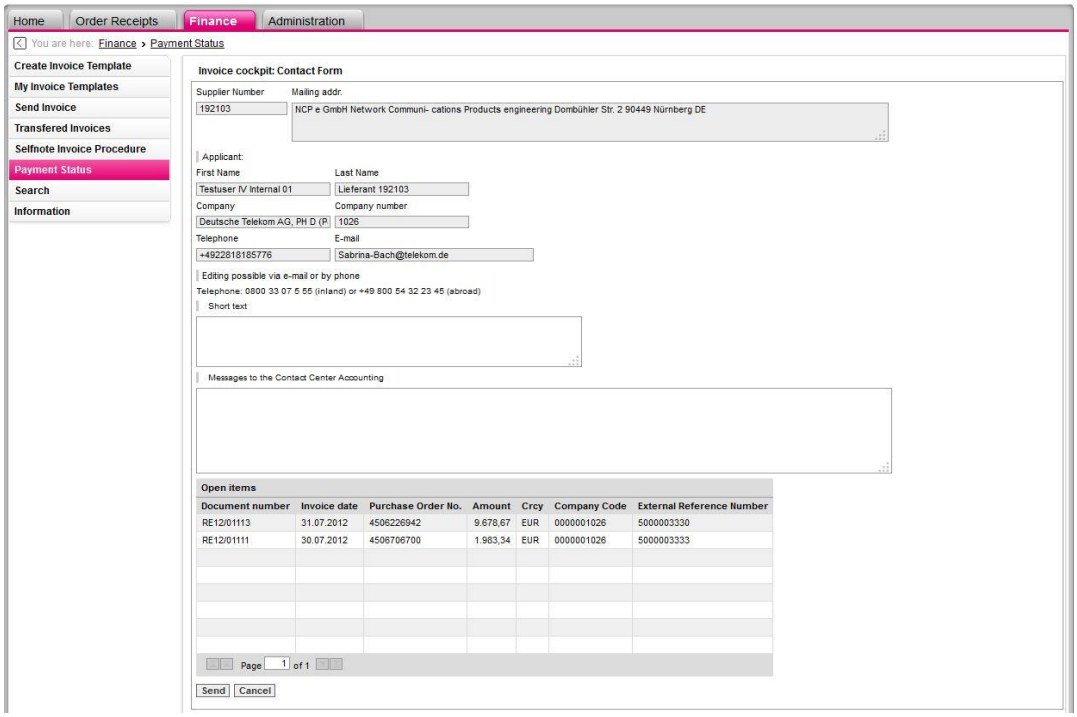


Figure 90: Invoice Cockpit: Contact Form

The contact form consists in the following parts:

- Supplier Number: Your identification number as supplier at Deutsche Telekom AG
- Mailing Address: Your address found in our database.
- Applicant: Your contact information, including address, e-mail, telephone for the response.
- Company and Company Number: The customer.
- Short Text: A mandatory field with a short description of the issue.
- Messages to the Contact Center Accounting: Here you are able to formulate your request properly.
- Open items: This field displays the items you chose.

You are able to cancel the progress.

With sending the contact form, the invoice is displayed this way:

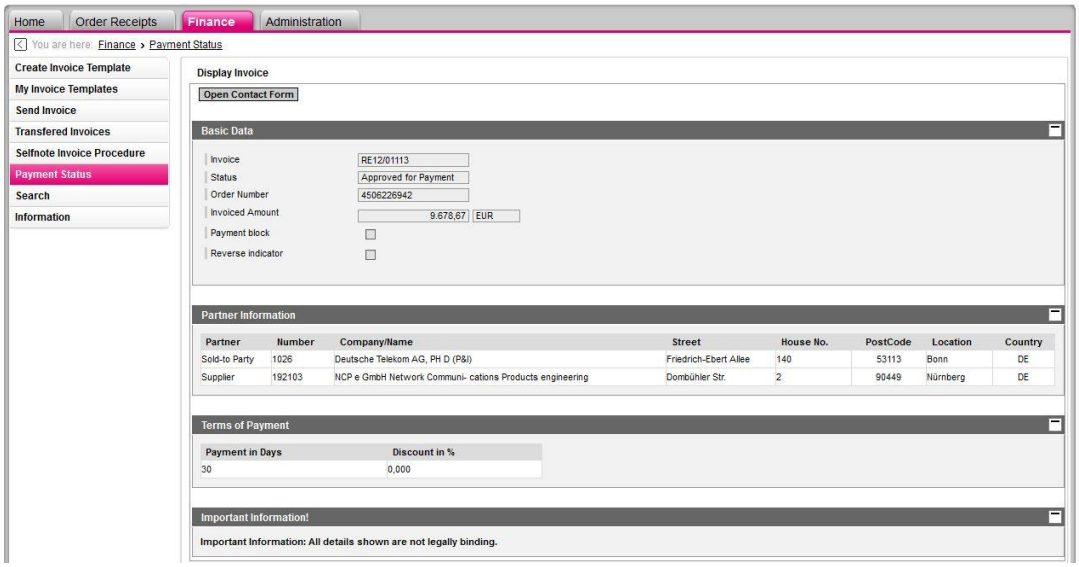


Figure 91: Invoice after sending the contact form.

The contact form is only for items shown in the payment status list or found with the search. For unlisted invoices, please contact the Contact Center Accounting by telephone.

9.7 Information

In this area you find instructions for the functions carried out in the "Finance" tab.

10 „ADMINISTRATION“ TAB

The “Administration” tab offers different functions depending on the role assigned to your user:

- User data
- Create user
- Search user
- Questionnaire
- Master data
- Information

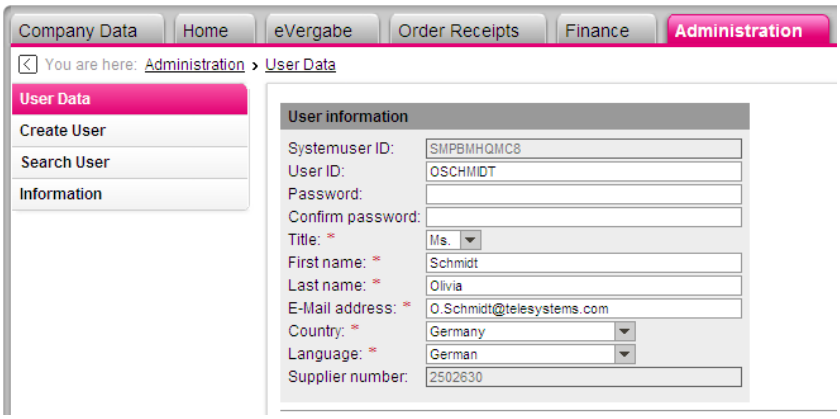


Figure 92: “Administration” tab.

10.1 User data

Every user of the Supplier Management Portal can view and update his/her user-specific data under “User Data”. Here you can in particular change your user ID in the “User Information” area.

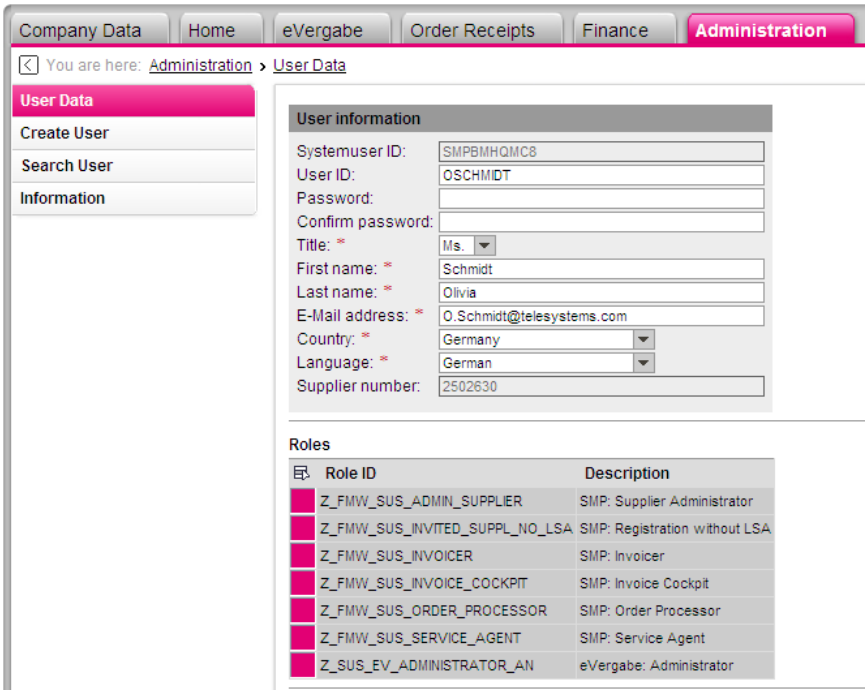


Figure 93: “Administration” tab, “User Data” menu.

The following table shows what the individual fields are for.

Field	Description	Changeable	Change authorization
Systemuser ID	The system assigns a user ID to a user when the user is set up.	No	-
User name	The user can specify an easy-to-remember user name for himself/herself. The user name and the correct password are needed for a user to be able to log in to the system.	Yes	User Supplier administrator
Password	Here you can change the password.	Yes	User Supplier administrator
Confirm password	Use this field to confirm the password entered in the “Password” field.	Yes	User Supplier administrator
Title	Enter your title	Yes	User Supplier administrator
First name	Enter your first name	Yes	User Supplier administrator
Last name	Enter your last name	Yes	User Supplier administrator
E-Mail address	Enter your e-Mail address	Yes	User Supplier administrator
Country	Country in which your company is based	Yes	User Supplier administrator
Language	Select the language in which the system should be displayed here. If you select a language other than German, English will be set by default.	Yes	User Supplier administrator
Supplier number	The supplier number is assigned by the system and cannot be changed.	No	-
Roles	Only the supplier administrator can add new roles to a user or remove roles from a user. The user can view which roles are assigned to him/her.	Yes	Supplier administrator
Contact information	The user’s contact details can be entered here.	Yes	User Supplier administrator
Preferences	This information is preset by the system and cannot be changed.	No	-

Table 12: Overview of the fields to be completed in the “User Data” menu.

10.1.1 Role explanation

In the following table you can see a explanation off all available roles.

Field	Description
Z_FMW_SUS_ADMIN_SUPPLIER	With this role you have the opportunity to create new users, search for users, assign roles, etc..
Z_FMW_SUS_BASICDATA_SUPPL_EDIT	With this role you have the opportunity to edit the master data.
Z_FMW_SUS_BASICDATA_SUPPLIER	With this role you have the opportunity to see the master data.
Z_FMW_SUS_BIDDER	With this role you have an access to the Sourcing Cockpit and Live-Auctions using Bidding Engine.
Z_FMW_SUS_CONTRACT_OPERATOR	With this role you have the opportunity by clicking on the tab "Order receipts" to display the contracts.
Z_FMW_SUS_INVITED_SUPPLIER	With this role you have the opportunity to perform the registration on the SMP. Now you are able on the tab "Company Data", to answer and release questionnaire as well as fill in the master data.
Z_FMW_SUS_INVITED_SUPPLIER_NO_LSA	With this role you have the opportunity to perform the registration on the SMP. It is a shortened registration process in which you fill in the master data and complete the registration by sending the data to the Deutsche Telekom.
Z_FMW_SUS_INVOICE_COCKPIT	With this role you get an access to the payment status of all accounting documents by clicking on the tab "Finance".
Z_FMW_SUS_INVOICER	With this role you get an access to all credit memo entries by clicking on the tab "Finance", subitem "Selfnote Invoice Procedure".
Z_FMW_SUS_INVOICER_EXTERNAL	With this role you get an access to "eInvoice" functionality by clicking on the tab "Finance". Now you are able to create and send invoices to the Deutsche Telekom, however, as a different invoicing party from another supplier.
Z_FMW_SUS_INVOICER_INTERNAL	With this role you get an access to "eInvoice" functionality by clicking on the tab "Finance". Now you are able to create and send invoices to the Deutsche Telekom.
Z_FMW_SUS_LSA_SUPPLIER	With this role you have the opportunity to edit and display questionnaire by clicking on the tab "Administration" or "Company Data".
Z_FMW_SUS_ORDER_PROCESSOR	With this role you get an access to all assigned purchase orders by clicking on the tab "Order Receipts".
Z_FMW_SUS_SERVICE_AGENT	With this role you have the opportunity to record and send service entries to the Deutsche Telekom by clicking on the tab "Order Receipts".
Z_FMW_SUS_ORDER_PROCESSOR_TPM	If you are a Third-Party-Management (TPM) service provider, with this role you get access to all

	assigned purchase orders by clicking on the tab "Order Receipts".
Z_FMW_SUS_SERVICE_MANAGER	With this role you have the opportunity to plan all purchase orders as a TPM service provider by clicking on the tab "Order Receipts".
Z_FMW_SUS_SERVICE_TPM	With this role you have the opportunity as a TPM service provider to record and send service entries to the Deutsche Telekom for the assigned purchase orders by clicking on the tab "Order Receipts".
Z_FMW_SUS_SERVICE_TPM_NO_SEND	With this role you have the opportunity as a TPM service provider to record service entries of the assigned purchase orders by clicking on the tab "Order Receipts".
Z_SUS_EV_ADMINISTRATOR_AN Z_SUS_EV_ASSISTANT_AN Z_SUS_EV_CALCULATION_AN Z_SUS_EV_CLERK_AN Z_SUS_EV_DECIDER_AN Z_SUS_EV_SERVICE_AGENT_AN Z_SUS_EV_SUPERUSER	With this role you get special access to the electronic awarding platform "eVergabe" of the Deutsche Telekom. Questions about the roles are not supported by support of the SMP/SUS, only the in-house support of the "eVergabe".
Z_SUS_ONE_SOURCE	With this role you get access to the Web-based application of online strategic sourcing platform OneSource.

Table 13: role explanation.

Please note that the following combinations of roles are not allowed.

Role	Role
Z_FMW_SUS_ORDER_PROCESSOR	Z_FMW_SUS_SERVICE_MANAGER
Z_FMW_SUS_ORDER_PROCESSOR	Z_FMW_SUS_SERVICE_TPM
Z_FMW_SUS_ORDER_PROCESSOR	Z_FMW_SUS_SERVICE_TPM_NO_SEND
Z_FMW_SUS_ORDER_PROCESSOR	Z_FMW_SUS_ORDER_PROCESSOR_TPM
Z_FMW_SUS_ADMIN_SUPPLIER	Z_FMW_SUS_SERVICE_TPM
Z_FMW_SUS_ADMIN_SUPPLIER	Z_FMW_SUS_SERVICE_TPM_NO_SEND
Z_FMW_SUS_ADMIN_SUPPLIER	Z_FMW_SUS_ORDER_PROCESSOR_TPM
Z_FMW_SUS_SERVICE_TPM	Z_FMW_SUS_SERVICE_TPM_NO_SEND
Z_FMW_SUS_SERVICE_AGENT	Z_FMW_SUS_ORDER_PROCESSOR_TPM
Z_FMW_SUS_SERVICE_AGENT	Z_FMW_SUS_SERVICE_MANAGER
Z_FMW_SUS_SERVICE_MANAGER	Z_FMW_SUS_SERVICE_TPM
Z_FMW_SUS_SERVICE_MANAGER	Z_FMW_SUS_SERVICE_TPM_NO_SEND
Z_FMW_SUS_SERVICE_MANAGER	Z_FMW_SUS_ORDER_PROCESSOR_TPM

Table 14: Invalid role combinations.

10.2 Create user

If you have the role of supplier administrator for your company, you can add further users for the portal. To do so, click on the “Create User” menu.

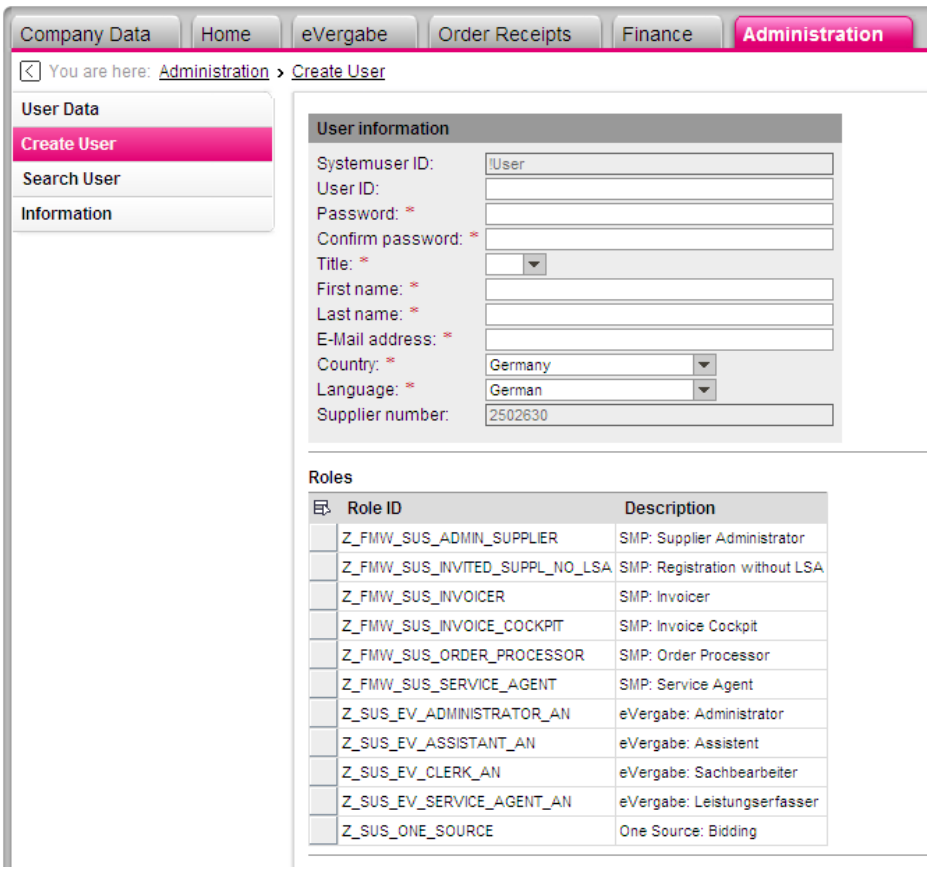


Figure 94: “Administration” tab, “Create User” menu.

Fill in all the fields here. Table 12 shows you what the individual fields are for. The fields marked with “*” are mandatory.

The overview of roles only shows you the roles which Deutsche Telekom AG has made available to you. The assignment of roles is also affecting your access to third-party systems, such as eVergabe or OneSource.

If you want to create, for example, a new OneSource user, please fill as figure 52 shows all mandatory fields and mark the role Z_SUS_ONE_SOURCE.

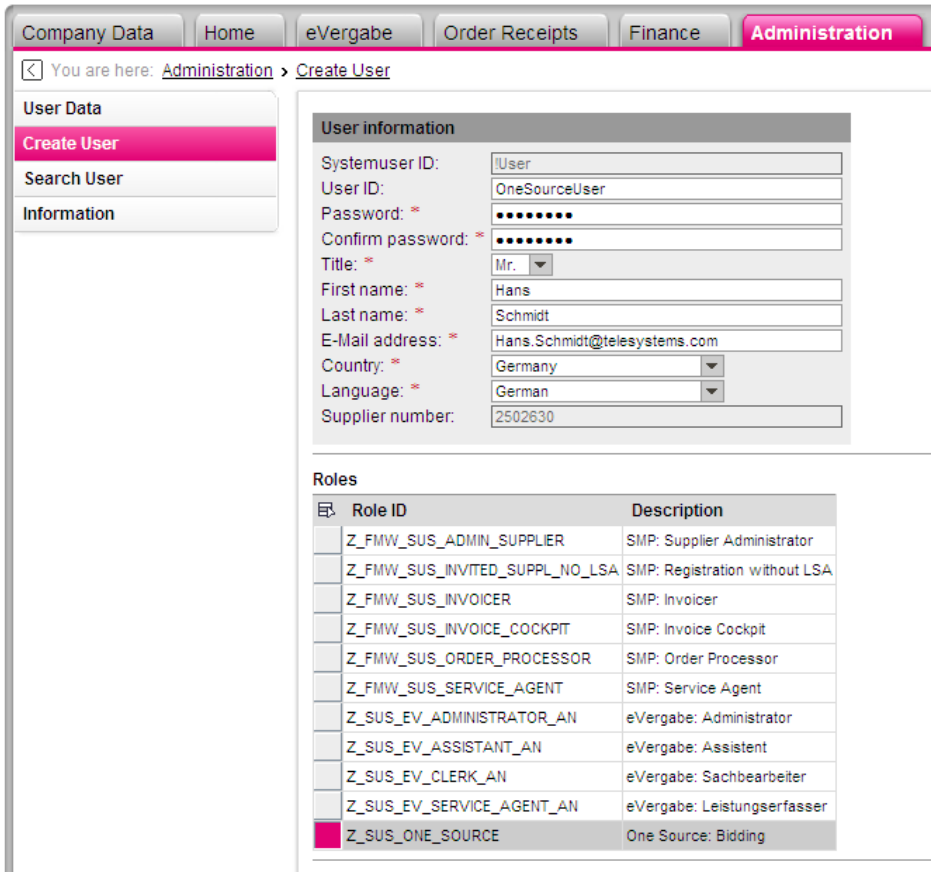


Figure 95: Creation of new OneSource user.

To complete the creation of a new user, click on the “Save” button at the bottom of the screen. As soon as the user data is saved, the added user will promptly receive an e-Mail with his/her user ID and initial password. The new user must change the initial password when he/she logs in for the first time. Then every new user is advised to make him/herself familiar with the privacy policy which requires approval.

10.3 Search user

If you have the role of supplier administrator for your company, you can search for portal users created for your company. Please click on the “Search User” menu.

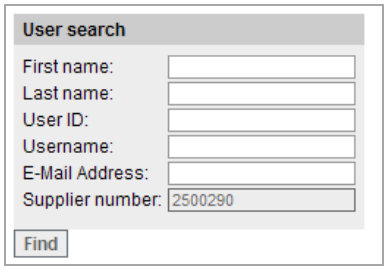


Figure 96: “Administration” tab, “Search User” menu.

The quickest way to find an existing user is to search for the user by User ID, username or e-Mail address. Click on “Find” to start the search. The system will display the users identified by it on the basis of the data you entered for the search.

10.4 Questionnaire

If you have already completed the supplier questionnaire you can view it here. It is only possible to modify the data if you are kindly asked by procurement of Deutsche Telekom AG to check and correct your registration data or if your questionnaire is expired and has to be updated. In this case you will receive the corresponding e-Mail where you are invited to revise your supplier registration.

If one or more questionnaires are reached their expiration dates you will receive the corresponding notification after login. By clicking on “Update questionnaire now” you will be forwarded to the questionnaire and can update it. If you want to update the questionnaire later, please click on “Remind me later”. In this case you can continue working with Supplier Management Portal.

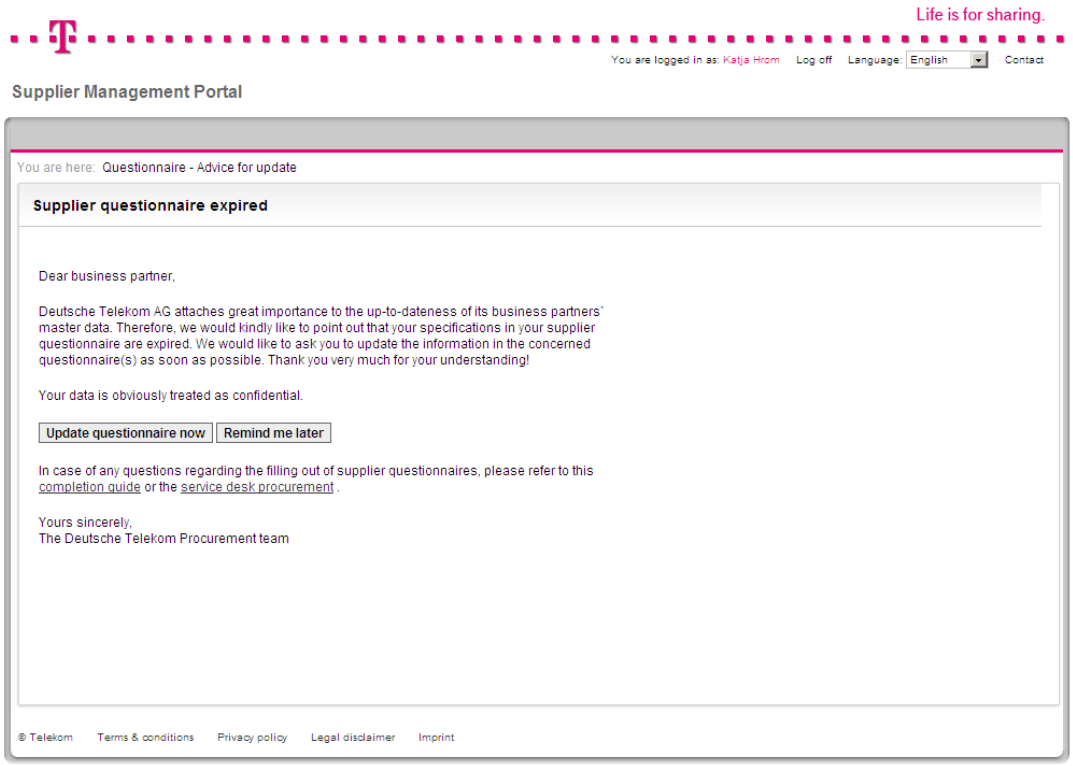

Life is for sharing.
You are logged in as: Katja Hrom
Log off
Language: English
Contact
Supplier Management Portal
You are here: Questionnaire - Advice for update
Supplier questionnaire expired
Dear business partner,
Deutsche Telekom AG attaches great importance to the up-to-dateness of its business partners' master data. Therefore, we would kindly like to point out that your specifications in your supplier questionnaire are expired. We would like to ask you to update the information in the concerned questionnaire(s) as soon as possible. Thank you very much for your understanding!
Your data is obviously treated as confidential.
Update questionnaire now
Remind me later
In case of any questions regarding the filling out of supplier questionnaires, please refer to this completion guide or the service desk procurement .
Yours sincerely,
The Deutsche Telekom Procurement team
© Telekom
Terms & conditions
Privacy policy
Legal disclaimer
Imprint

Figure 97: “Administration” tab, “Search User” menu.

To release particular questionnaire please click on “*Questionnaire name* release”.

10.5 Master data

If you have already completed the master data of your company you can view or edit it here. It is only possible to modify the data during the prequalification.

10.6 Information

In this area you find instructions for the functions carried out in the "Administration" tab.

11 QUESTIONS

If you have any further questions regarding the use of the Supplier Management Portal, please do not hesitate to contact the Customer Service of Procurement.

To view the contact details please click on
https://www.suppliers.telekom.de/irj/portal/smp/contact?language=en.